

# Expense Statement

Olympic View Community Church of the Brethren

**5 easy steps!**

Completed forms, with attached receipts, go in Nancy Bedada's box in the church office.

**1** Submitted by: \_\_\_\_\_  
Date: \_\_\_\_\_

**2**  Check below  
 Please cut a check payable to:  
 This item was charged to an account with:  
 I don't need a check, please consider this a donation.

3 Item Description	4 \$ Amount	5 Account # / Category
[For administrative use] Approved by: _____		Date: _____

The primary persons allowed to approve expenditures are listed below, but the corporate officers – Moderator, Board Chair, Treasurer, Trustee, and Clerk are permitted to approve any expenditure.

Checks may only be signed by officers. (v.2013.12.12)

1037 Deacon Benevolence (in church)	Pastor or Deacon Chairs
1303 Pastor's Transportation	Pastor
1309 Pastor's Professional Growth	Pastor
1502 Custodial Services	Trustee (Kristi Morris)
1510 Office Expense	Pastor or Treasurer (Bill Hershberger)
1511 Maintenance	Trustee
1515 Vehicle Fuel & Maintenance	Van Trustee (Charles Walker)
1522 District Conference	Treasurer
1523 Annual Conference	Treasurer
2009 Other Outreach (out of church)	Pastor or Outreach Chair
3001 Kitchen Supplies	Fellowship Chair (Goldie Barnes)
3002 Fellowship Support	Fellowship Chair
4001 Banners & Altar Flowers	(C. Öberg, P. Harris, or Y. Vierthaler)
4004 Instrument Repair / Tune	Pastor or Nurture Chair (J. Barnes)
4005 Guest Preachers	Pastor or Moderator (S. Hershberger)
4007 Music Expense	Pastor or Music Director
4008 Musicians	Pastor or Nurture Chair
4012 Ushers	Head Usher (R. Öberg)
4013 Adult Nurture	Pastor or Nurture Chair
4014 Library	Pastor
5000 Youth Ministry	Youth Advisor (K. Rieman or B. Dykema)
6000 Children's Ministry Team (CMT)	CMT Chair (Aimee Bisterfeldt)
6001 Childcare / Nursery	CMT Chair
6003 CMT Summer Program	CMT Chair
6004 CMT Supplies	CMT Chair
6006 CMT Special Events	CMT Chair