

Request for expenditure by St John the Baptist PCC – SJ's Fund

Part 1: For completion by church administrator or claimant

| | | |
|-------------------------------------|--|---|
| Date this form submitted | | |
| Expenditure requested by | | May be a supplier or church member |
| Payable to | | May be a church member who wants to pay a third party for goods or services or may be straight reimbursement |
| Amount | | State amount: This may be straightforward or may be a gross payment up front before a contribution is received. |
| Account number Sort Code of Bank | | Please supply if direct payment to Bank account required. |
| Anticipated Contribution | | If applicable state amount |
| Anticipated net amount | | If applicable state amount |
| Amount within agreed budget? | | Yes/No |
| Which Budget? | | e.g 14+, Building running costs, Flowers |

Part 2: For completion by PCC Finance Sub-Committee:

| | | | |
|-------------------------------------|--------|----------------|-----------------------------------|
| Payment authorised? | Yes | No | PCC Minutes dated (If applicable) |
| If not authorised, Reported to PCC? | Yes | No | |
| Outcome of PCC decision | Paid | Not paid | PCC Minutes dated: |
| Paid by | Chq No | STO/DDR | Cash |

Notes of any discussion

PCC Finance Sub-committee present

| | | | | | |
|-----------|----------|---------------|--------------|------------|------------------|
| Name | Jon Ward | Lenka Ellmann | Roger Jordon | Tim Harris | Margaret Kingman |
| Signature | | | | | |

| | | | |
|--|--|--------------------------------|--|
| Date of Finance Sub-committee meeting: | | Finance co-ordinator reference | |
|--|--|--------------------------------|--|

Delegated authority by PCC of St John’s to the Financial Sub-committee

Budgeted expenditure:

The PCC delegates authority to Finance Sub-committee to make payments without limit if the payments correspond to and do not exceed a pre-approved PCC budget.

Any item above £500 would be reported to the next scheduled PCC meeting by way of written report for information purposes.

Non-budgeted expenditure:

The PCC delegates authority to Finance Sub-committee to make payments of £250 or less at their discretion. If further expenditure of a similar nature is expected an amendment to the annual budget will be sought from the PCC.

All non-budgeted items <£250 will be reported in writing to the next scheduled PCC for information purposes.

Items above £250 will be referred to the next scheduled PCC meeting for a decision, before payment, by way of written report by the Finance Sub-committee.

