

## Request for expenditure by St John the Baptist PCC – General 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	<b>STO/DDR</b>	Cash

### Notes of any discussion

### PCC Finance Sub-committee present

Name	Jon Ward	Lenka Ellman	Tim Harris	Roger Jordon	Margaret Kingman
Signature					

Date of Finance Sub-committee meeting:		Finance co-ordinator reference	
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## 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.

