

# EXPENSE REPORT

Salem Missionary Baptist Church  
Lilburn, GA 30047

Date Expense Incurred:	Date Submitted:
Submitted By:	Telephone:
Ministry:	
Purpose for Expense:	
Approved by (Ministry Leader):	
Amount of Advance if Applicable (Check#):	<i>Please Submit No More Than 30 Days From the Date of the Expense is Incurred.</i>

DATE	DESCRIPTION of EXPENSE	AMOUNT	TOTAL
		<b>TOTAL</b>	
Please Attach Receipt to Back of This Report		<b>Amount Due:</b>	

<b>(FOR OFFICE USE ONLY) Completed by Authorized Personnel Only</b>	
	Date Reconciled:
	By:

Fund Impacted <i>(for office use only)</i>	Building Fund (for capital expenditures, requires approval from Board of Trustees)
	Operating Fund (for reasonable and customary budgeted expenses: requires approval from Ministry officer and Board of Trustees)
	Benevolent Fund (for Benevolent use only; requires approval from Pastor, or Board of Trustees)

**\*\* Please Note - This form is be used specifically to request funds from the Church to fund planned or budgeted expense. Because this form requires distribution of a check to the requestor, or submission of funds to external entities, it must be submitted to the bookkeeper a minimum of 7 days prior to the date the advance is needed. An expense report with receipts must per advances by the end of the months in which the check was issued.**