



Rev Date: 3/27/14

## Expense Approval Form

Requests may be submitted electronically for faster response times to:  
[Treasurer@TrinityAllianceChurch.com](mailto:Treasurer@TrinityAllianceChurch.com)

\*If funds are spent without prior approval, or are above the budgeted amount, reimbursement may not be made.

\*\*Where possible, please utilize Trinity's tax exemption form when making purchases (Located in the secretary's office: Right cabinet, second drawer down). Tax not subject to reimbursement.

PRIOR to Spending Funds	<b>1. You MUST get permission from the administrator of the budget line PRIOR to spending money.</b>		
	Amount requested: (Estimated)		
	Budget line #:		
	Date of request: (mm/dd/yyyy)		
	Date funds needed by: (mm/dd/yyyy)		
	Purpose for needed funds:		
	Requester's name: (printed)		
	Requester's signature:		
	Administrator of budget line approval signature:		Date: (mm/dd/yyyy)
	Submit to treasurer for approval		
PRIOR to Spending Funds	<b>2. You MUST get permission from the treasurer PRIOR to spending money.</b>		
	Treasurer approval signature:		
	Treasurer notes about request:		
	Return to requester with approval and/or comment		
Reimbursement/Check Request	<b>3. AFTER spending money, re-submit this form for reimbursement, with receipt attached</b>		
	Exact amount requested: (Must be less than or equal to pre- approved amount)		
	Check made out to: (Enter "N/A" if paid with church credit card)		
	Check sent to: (address, if necessary) (Enter "N/A" if paid with church credit card)		
Submit to treasurer for reimbursement/check			

## 2014 Approved Budget Categories

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### PERSONS/TEAMS/BOARDS

Elder Board - EB  
Sue Ernst- SE (Member Care)  
Judy Ghysel – JG (Buildings & Grounds)  
Stephen Goss- SG (Church Communication  
& Follow-up Ministries)  
Mary Miller- MM (Fellowship)  
Deb Taylor – DT (Children & Youth Ministries)  
Mary Winzenberg- MW (Evangelism & Missions)  
Pastor Denes - PD  
Team on Finance Ministries - TFM

### Administrative Expenses (6000)

6120 Bank Fees - TFM  
6200 Office Supplies and Bulletin - TFM  
6210 Offering Envelopes - TFM  
6810 NE District Admin - EB  
6812 Telephone & Internet - TFM  
6820 Copier Expense - JG  
6850 Equipment Repairs/Upgrades etc - JG

### Buildings and Grounds Expenses (7000)

7800 Maintenance and Repairs - JG  
7801 Alarm Permit - JG  
7802 Parsonage Maintenance - JG  
7810 Gas & Electric - TFM  
7814 Water Service - TFM  
7816 Refuse Collection - JG  
7818 Snow Plowing - JG  
7819 Lawn Care - JG  
7820 Kitchen and Janitorial Supplies - JG  
7830 Hazard/Liability Insurance - TFM  
7840 Water District Tax - TFM  
7894 Security Contracts - JG

### Internal Ministries (8000)

8601 Fellowship Gathering/Celebration - MM  
8605 Communion - PD  
8606 Church Picnic – MM  
8608 Member Care - SE  
8610 Morph - DT  
8611 Children's Church – DT  
8615 Alliance Women - MW  
8616 College Ministry - PD  
8617 Music - PD  
8620 Worship/Sound Equipment - PD  
8621 Sunday Morning Service – PD  
8635 Retreats/Conferences - EB  
8640 Cards/Stamps - SE  
8660 The Post - DT  
8662 TAC Youth Group - DT  
8665 Coffee/Vending Machine – MM  
8685 Flowers For Funerals - SE

### External Ministries (5000 + 8000)

5000 Missions Conferences - MW  
5040 Local Missions - MW  
8705 Advertising – SG  
8730 Outreach – Other - MW  
8735 Fun Fest – Current Year - MW  
8737 College Church Fairs - PD  
8742 Visitor Packets - SG

### Pastoral Expense (9000)

9020 Pastor Health Insurance - EB  
9030 Pastor Professional Expenses - PD  
9031 Pastor Retreats and Conferences - PD  
9070 Pastor Meals and Fellowship - PD  
9080 Pastor Transp. and Lodging - PD  
9150 Youth Minister Meals & F-ship - EB