

**UPPER BRAES PARISH CHURCH
EXPENSES CLAIM FORM**



**UPPER BRAES
PARISH CHURCH**

NAME OF CLAIMANT	
DATE	
NAME ON BANK ACCOUNT	
SORT CODE	
ACCOUNT NUMBER	
NAME OF BANK	

Completion Guidelines

- Please ensure that all sections of the claim form are completed, especially your name, bank account details and sort code
- Please attach copies of receipts for all amounts claimed, numbering each receipt in the top right hand corner
- Completed Paper Claim forms should be placed in Sharon Glass Folder in the top drawer of the filing cabinet in the office
- Alternatively, an electronic copy of the claim form (with electronic copies of receipts) can be emailed to Treasurer on treasurer@upperbraes.org.uk
- Claims should be submitted by the second and fourth Sunday of the month for payment on the following Friday

Any queries, please contact Sharon Glass, Treasurer on treasurer@upperbraes.org.uk

SUPPLIER	DETAILS OF EXPENDITURE	TEAM BUDGET	AMOUNT £
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTAL CLAIM			

Team Budgets

Central Utilities
Communications
Community Outreach
Discipleship
Finance
Local Mission Church Leadership Team
Pastoral Care
Property Team
Safeguarding Panel
Staff Costs
Up and Coming
Worship
Youth Development Project

Thank you for your co-operation