

THE SEED
Expense Reimbursement/Payment Form



11251 Bayview Ave
 Richmond Hill, ON
 L4S 1L8
 www.theseedmc.ca

Please complete in full and sign. All receipts must be attached. Expenses need to be approved by ministry team leader before submitting. Please remember to enter expense information in Notion.

Make check payable to: _____ Submitted by: _____
 (print name)

In the total amount of: _____ Date submitted: _____
 (year/month/day)

Budget Code	Description of Expense	Date of Expense	Amount
TOTAL			

Expense form submitted by: _____

Expense form approved by: _____
 (signed by team leader)

FINANCE TEAM USE ONLY				
CHEQUE #		DATE		AMOUNT

Budget Item	Team	Budget Code	Budget Category
Richland Rent	Administration	OC.AD.01	Operation Cost
Software	Creative	OC.CR.01	Operation Cost
Website Maintenance	Creative	OC.CR.02	Operation Cost
Media Supplies and Printing	Creative	OC.CR.03	Operation Cost
Proclaim (Sun Service operating program)	Creative	OC.CR.04	Operation Cost
Cleaning Products	Facility	OC.FA.01	Operation Cost
Sunday Food	Fellowship	OC.FE.01	Operation Cost
Refreshments & Related items	Fellowship	OC.FE.02	Operation Cost
Communion Preparation	Fellowship	OC.FE.03	Operation Cost
Thanksgiving service special snacks/refreshments	Fellowship	OC.FE.04	Operation Cost
Easter service special snacks/refreshments	Fellowship	OC.FE.05	Operation Cost
Guest speaker honorarium	Finance	OC.FI.01	Operation Cost
Offering box	Finance	OC.FI.02	Operation Cost
Cheques + binder (one-time)	Finance	OC.FI.03	Operation Cost
Printing offering envelopes	Finance	OC.FI.04	Operation Cost
Life Series Production	Maturity	ES.MA.01	Education & Spiritual Formation
Bulletin Print	Membership	OC.ME.01	Operation Cost
Newcomer Welcome Gift	Membership	OC.ME.02	Operation Cost
Membership Team Apparel	Membership	OC.ME.03	Operation Cost
Connect Table	Membership	OC.ME.04	Operation Cost
iPad	Membership	OC.ME.05	Operation Cost
Elvanto Subscription	Membership	OC.ME.06	Operation Cost
VIP Invitation Ski Trip	Membership	CE.ME.01	Community & Events
Singles Camping	Membership	CE.ME.02	Community & Events
Adult Fall Retreat	Membership	CE.ME.03	Community & Events
HC Mission Offering Matching	Mission	MO.MI.01	Mission & Outreach
Compact PA System	Pastor	OC.PA.01	Operation Cost
Training resource for Leaders	Pastor	ES.PA.01	Education & Spiritual Formation
Staff Training Resources	Pastor	ES.PA.02	Education & Spiritual Formation
Graduation Preparation	Service	OC.SE.01	Operation Cost
Service/Ceremony Preparation	Service	OC.SE.02	Operation Cost
Sound Equipment Maintenance	Worship	OC.WO.01	Operation Cost
CCLI License	Worship	OC.WO.02	Operation Cost
Song Select License	Worship	OC.WO.03	Operation Cost
Worship Team Retreat	Worship	CE.WO.01	Community & Events
Winter Youth Retreat (March & December)	Youth Ministry	CE.YO.01	Community & Events
Youth Parents/Leader Conference	Youth Ministry	CE.YO.02	Community & Events
Youth Ministry Events	Youth Ministry	CE.YO.03	Community & Events
Youth Shepherd Retreat	Youth Ministry	CE.YO.04	Community & Events
Youth Summer Camping	Youth Ministry	CE.YO.05	Community & Events

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