

Reclaiming expenses from WCC

(V5 - for WCC Web Site)

Please use the Expenses form on the WCC Web site to reclaim all out-of-pocket expenses. Or email expenses@wheatleycommunitychurch.org for a blank copy

You should:

1. Obtain the permission of the Budget Holder before incurring the expense
2. If you are not sure which Budget Holder is responsible for the expenditure you wish to incur please check with Wendy 07966 132128
finance@wheatleycommunitychurch.org
3. Complete the Expense Form and forward it together with all receipts – this can all be done electronically - to the Budget Holder, before the end of the month
4. The Budget Holder will countersign sign the Expenses Form and email it, together with receipts, from their email address to Priscilla,
expenses@wheatleycommunitychurch.org

As a charity, it is important that we adhere to the Charity Commission best practice guidelines which means that there should be an audit trail for all expenses.

Thank you. Processes that we put in place now will benefit us as the church grows.

Brian, Wendy and Priscilla,

Finance Team