

Reclaiming expenses from WCC

(for WCC Web Site – Jan 2022)

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 – see below for a list of budget holders
2. 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
3. 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

Budget	Temporary New Owner, as at Jan 2022
Staff Costs	Gordon Ewbank
Facilities/ Admin	Caroline McNicoll
Local Outreach/ Events	Tim Hinks
Tech Hardware	Luke Hodgson)
Sunday Services/ Meetings	Caroline McNicoll
Kids/ Youth Ministry	Al McNicoll
Local Hardship/ Other Gifts	Wendy Taylor-Hill