POOLE ENGLAND STAKE

The Church of Jesus Christ of Latter-day Saints

Poole England Stake Budget Allowance

Stake Officers Request for a Budget Advance

BA

General Principles and Guidelines

The budget allowance was created to reduce the financial and time burdens on members. If necessary, priesthood and auxiliary leaders should reduce and simplify activities. Activities should have little or no cost, should build testimonies, and should provide meaningful service to others. Stake budget allowance funds should be used to pay for all Church activities, programs, and supplies.

Stake Officers should arrange to be invoiced whenever possible. Where this is not an option, Stake Officers may require Stake Funds in advance of making any purchases and obtaining receipts. To facilitate such circumstances a request for a budget advance can be made using this form.

Complete the details of the request. Fill in the name of the person to receive the advance and the total amount requested. Sign the Declaration and present the request to a member of the Stake Presidency for their signature. Once the request has been authorised, the form can be sent to the Stake Clerk.

Following the activity, a reconciliation should be completed, using **Form RE**, 'Request for Reimbursement of Expenses', detailing how the money was spent and showing the total expenditure less the advance received. Any difference can then be claimed or money returned if the advance exceed the total cost.

Details of the Request

Reference	Activity / Purpose	Supplier	Goods / Service	Amount £

Payment Details

Budget Advance to be paid to:

Print Name .....

Total Advance Requested:

Declaration

The requested advance is being made with the agreement of the appropriate Priesthood / Auxiliary Leaders

Print Name..... **Signature**.....

Stake Presidency Approval

A Member of the Stake Presidency must approve all budget advances

Signature.....

For Stake Clerks Use

Date Advance Paid:

Cheque No. Issued: