POOLE ENGLAND STAKE

The Church of Jesus Christ of Latter-day Saints

Poole England Stake Budget Allowance

Stake Officers Request for Reimbursement of Expenses

RE

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, and Stake Officers use their own means to fund an activity, they can be reimbursed using this form.

Attach the relevant receipts, and fill in the details of the purchases, in the top portion of the form. In situations where no receipt is obtained, items should be detailed in the lower section. Complete the payment details, showing amount claimed (total expenditure less advances), fill in the payee's name and sign the Declaration. Then send the completed form and any attachments to the Stake Clerk.

Receipted Items

Reference	Activity / Purpose	Supplier	Goods / Service	Amount £

Non-Receipted Items

Reference	Activity / Purpose	Supplier	Goods / Service	Amount £

Corroborating Signature for Non-Receipted Items

If there was no original receipt or if it was lost, policy requires two signatures on the supporting documentation.

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

Payment Details / Reconciliation

Total Cost of Activity / Supplies

A

Reimbursement to be paid to:

Print Name .....

Less Advances Received

B

Total Amount Claimed:

A - B = C

Declaration

The above purchases have been made with the agreement of the appropriate Priesthood / Auxiliary Leaders

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

For Stake Clerks Use

Date Reimbursement Paid:

Cheque No. Issued: