

DuPage African Methodist Episcopal Church

Cash Advance/Expense Report

Note: Before submitting this form, all requests must be pre-approved by the CFO/Pastor

CASH ADVANCE

Date Submitted: _____ *Amount of Advance \$ _____

Event: _____

Auxiliary _____ Event Promotes the Following (Circle all that applies):

Praise & Worship Stewardship Kingdom (Church Growth) & Legacy Building
Mission & Community Outreach Christian Education (Spiritual Growth)

If this event/activity does not fit into one of the above categories, pray about moving forward.
Approval will get delayed or declined if you did not gain pre-approval.

Member's Name: _____

Check Payable To: _____

AUTHORIZATION

Signature _____ Date: _____
(Organization/Auxiliary Head)

Approval _____ Date: _____
(Pastor/Chief Financial Officer)

*Submit receipts to the office within 30 days of cash advance along with completing the expense report section of this form.

Office Use Only: Check # _____ Account: _____

EXPENSE REPORT - (Attach Receipts)

| Date | Item(s) | \$Amount |
|-------|-----------------------------|----------|
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| | Total | \$ _____ |
| | Amount of Advance | \$ _____ |
| | Amount Due to Church | \$ _____ |
| | Amount Due Member | \$ _____ |

Approved /Verified By _____ Date: _____
(Pastor/Chief Financial Officer)

INSTRUCTION SHEET

CASH ADVANCE SECTION

Date Submitted – This is the date submitted to the office and not the date you completed the form.

Amount of Advance – Amount required for the planned event. If you have a quote or estimate from the vendor, please attach it to this form. If this a contracted service, Prior to approval, three bids must be obtained.

Event – Function you are planning or reason for request of funds.

Organization/Auxiliary – Ministry of service that is coordinating the event.

Event Promotes the Following – Remember to align yourselves with God’s vision, please indicate how this event will help glorify God’s Kingdom, examples are: **Praise and Worship** - could include robes/uniforms; **Kingdom (Church Growth) & Legacy Building** - could include assisting youth programs and evangelism; **Stewardship** - could include ensuring coverage on special days and ministry responsibilities; **Mission and Community** - could include volunteering outside the church or visiting the sick; **Christian Education** - could include training, devotion, VBS and Bible study.

Member’s Name – Person completing the request.

Check Payable To – Payee (usually member name or vendor name).

Authorization: Auxiliary President/Coordinator –Signature required by President/Coordinator prior to submitting form to the office.

Authorization: Pastor – The Chief Financial Officer will approve or obtain the Pastor’s approval and notify the member of the status.

EXPENSE REPORT SECTION – Please attach receipts

Summarize your receipts by store/location and record in the section with the date, items purchased and the amount.

Total – Total the amount column

Amount of Advance – Include the amount of your cash advance, if you did not request a cash advance this field would be zero. Remember, pre-approval is required prior to spending. You run the risk of not getting reimbursed, if not pre-approved

Amount Due to Church – If the total is less than your cash advance, put the difference amount on this line and submit a check/cash to cover the difference.

Amount Due Member – If the total amount goes over and above the approved cash advance amount, or the approved budget, put the difference amount on this line. The overage will have to go back to Pastor for approval, and **if** approved, a check will be processed for the overage.

Approved/Verified – The Executive Finance Officer will obtain Pastor’s approval if required.