

PROCESSING AN EXPENSE

- 1) Ensure the request form and receipts are in order (Pictures are just examples)

**SASKATOON SASKATCHEWAN STAKE
EXPENSE REIMBURSEMENT FORM**

If you haven't received your address recently with the Clerk or please at 306.254.0322 (see back) please provide a note.

Date (mm/dd/yyyy)	19-June-2013	
Event, Activity, or Purpose	Family History	
Auxiliary President Signature		
Cheque Payable to	Cooperation of the President	Enter optional

Detail of Expense(s)	GST only	Total (with GST)
Replacement computer for Substation		903.46
Total Amount		

Attach all receipts with this form, as all expenses must be able to be verified.

Office Use Only

Stake Presidency's Signature: *[Signature]*

Cheque Date (mm/dd/yyyy): 18-June-13 Cheque Number: 2274 Clerk Initials: CL

Administration

Office Supplies

Stake Technology

SPAC Photo/Travel

Other

CASH ADVANCE

OTHER - Member Activity

Organizations

Single Adults

Young Single Adults

Pinewood

Relief Society

Primary

Young Men

Young Women

Combined Youth Activity

Other

Activities

Stake Activities

Stake Conference Food or Refreshments

Stake Music

Seminars / Institutes

Ordination

Admission

Family History Centre

Mission

Public Affairs

Emergency Preparedness

Employment

Library

Stake Travel (not MC)



- 2) Bishop should sign these expenses to show he is aware of and approves of this expense (before or after processing)
- 3) When clerk processes the expense that is when they can categorize the expense according to budget that has been set up for their unit. The Stake items are listed above. They can then provide the cheque date, cheque number, and their Initials.
- 4) This is how I setup my filing system. I use the Finance Transmission Report to help me search for it in my file cabinet so I use it as my cover sheet. The following images show the order in which I would staple it together for my filing cabinet.

PROCESSING AN EXPENSE

- a. **Cover sheet** – It's easier because of how I place the expense in my filing cabinet. I can easily find things by just looking at the top left corner.



Saskatoon Saskatchewan Stake (511447) - Finance Transmission Report Page 1 of 1

19 Jun 2013, 18:31:19

Expense	Payee:SaskTel Total:5,000.00 Purpose:Saskatoon - Phone Date:20130619	3278
Detail: Expense	Payee:MIS Total:2,000.00 Purpose:Flm Flon - Phone Date:20130619	3277
Detail: Expense	Payee:Corporation of the President Total:1,000.00 Purpose:Family History - Scan Pro 2000 with Computer Date:20130619	3275
Detail: Expense	Payee:Meadow Green Ward(144495) Total:5 Purpose:Balance Mission Account Date:20130619	3276
Detail: Expense	Payee:Corporation of the President Total:5903.45 Purpose:Replacement computer for Saskatoon Date:20130619	3274
Detail: Add Unit Sub Category	Name:Family History Is active:Yes	

For Church Use Only 19 Jun 2013

PROCESSING AN EXPENSE

c. **Expense Request Form** (Requires a Bishop/BP signature, Clerk Initial, I put the cheque stub in front)

3274 3274

Reimbursement Status
Date: 14 Jun 2013

Pay: New Zealand Dollars and 45/100 Canada Dollar

To the order of: Corporation of the President
Lutheran Office
33 East North Tangora Street, Box 2531
Inch Lake City, Sask. S4T 3S1
United States

Check Amount
\$1901.45

Category Amount
\$901.45 - Budget Administration
Family History

Purpose: Replacement computer for Saskatoon

**SASKATOON SASKATCHEWAN STAKE
EXPENSE REIMBURSEMENT FORM**

Date (as on receipt)	19 June 2013	If you haven't received your address recently with the Check or online at www.ssc.org (see back) please provide it here
Event, Activity, or Purpose	Family History	
Auxiliary President Signature		
Cheque Payable to	Corporation of the President	

Description	GST only	Total (with GST)
Replacement computer for Saskatoon		901.45
Total Amount		

Attach all receipts with this form, so all expenses must be able to be verified.

Stake Presidency's Signature: *D. Robert*

Cheque Date (as on receipt): 14 Jun 13 Cheque Number: 9274 Check Initials: CR

Administration

- Office Supplies
- Stake Technology
- SPAC Phone/Travel

Activities

- Family History Centre
- Mission
- Public Affairs
- Emergency Preparedness
- Employment
- Library
- Stake Travel (see BC)

Other

- CASH ADVANCE
- OTHER - Member Activity

Activities

- Stake Activities
- Stake Conference Fund or Refreshments
- Stake Music
- Seminary / Institute
- Graduation

Organizations

- Single Adults
- Young Single Adults
- Priesthood
- Relief Society
- Primary
- Young Men
- Young Women
- Combined Youth Activity
- Other

PROCESSING AN EXPENSE

- d. Receipts provided (I staple them to the back so I can see the request)
 - just an example shown here, it's hard to show the receipts stapled to the back....



- e. Next Expense item (if there's more in the same batch)
- f. Until I get the signatures, the expenses are left in an inbox. When I get the signatures, I file it.