

Appendix 14 Cash Receipts form- example

WESLEY METHODIST CHURCH		address	
CASH RECEIPTS RECORD		Received from .name	
Date:		In respect of: source	
CHEQUES		AMOUNT	
Drawer	£	p	CASH
			£
			p
			£50
			£10
			£5
			£2
			£1
			50p
			20p
			silver
			bronze
			TOTAL CASH
			Total cheques brought fwd
			TOTAL CASH RECEIPT
Total cheques carried fwd			

Appendix 15 Expenses Claim Form - example

WESLEY METHODIST CHURCH		EXPENSES CLAIMED BY	
Address			
EXPENSES CLAIM			
Receipts to be attached please			
		Amount	
	Description of Expenses(s)	£	p
Date			
Please re-imburse the above expenses to me:		TOTAL	
Signed :			
Date, name and signature of person re-imbursing			