

# Blank Forms (Volume 2)

*These forms are provided for congregational  
use and may be copied.*

## **Miscellaneous**

Authorization for Payment Voucher

Bank Reconciliation Form

Count Form—Weekly Offering

Expense Reimbursement Voucher

The Congregation Budget-Planning Worksheet

# AUTHORIZATION FOR PAYMENT VOUCHER

Vendor \_\_\_\_\_ Date of Request \_\_\_\_\_  
Address \_\_\_\_\_ Date Needed By \_\_\_\_\_

Invoice No. (s) \_\_\_\_\_ Date of invoice \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions \_\_\_\_\_

Explanation \_\_\_\_\_

Amount \$ \_\_\_\_\_ Account No. \_\_\_\_\_ Program \_\_\_\_\_

Authorized by Church Council Date \_\_\_\_\_

Budget expenditure

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_ Date paid \_\_\_\_\_ Check No. \_\_\_\_\_

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# AUTHORIZATION FOR PAYMENT VOUCHER

Vendor \_\_\_\_\_ Date of Request \_\_\_\_\_  
Address \_\_\_\_\_ Date Needed By \_\_\_\_\_

Invoice No. (s) \_\_\_\_\_ Date of invoice \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions \_\_\_\_\_

Explanation \_\_\_\_\_

Amount \$ \_\_\_\_\_ Account No. \_\_\_\_\_ Program \_\_\_\_\_

Authorized by Church Council Date \_\_\_\_\_

Budget expenditure

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_ Date paid \_\_\_\_\_ Check No. \_\_\_\_\_

# BANK RECONCILIATION FORM

\_\_\_\_\_  
 Congregation's name

For the month of \_\_\_\_\_

\_\_\_\_\_  
 Name of bank

Bank Account Number \_\_\_\_\_

General Ledger  
 Account Number \_\_\_\_\_

### Outstanding Checks

Check No.	Date	Amount	
		\$	
<b>Total</b>		\$	

Ending bank balance \$ \_\_\_\_\_  
 (From bank statement)

Add deposits in transit:  
 (Not listed on bank statement)

Date	Amount	
	\$	

Total deposit(s) in transit \_\_\_\_\_

Total \_\_\_\_\_

Less: outstanding checks \_\_\_\_\_

Balance per bank \_\_\_\_\_

Balance per checkbook \_\_\_\_\_

*(Adjusted balance per bank and balance per checkbook must agree.)*

Completed by: \_\_\_\_\_

Signed

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

# COUNT FORM-WEEKLY OFFERING

**FIRST LUTHERAN CHURCH  
ST. LOUIS, MISSOURI**

Date \_\_\_\_\_

	Coins	Currency	Checks	Sub Total	Total
<b>GENERAL FUND</b>					
Plate	\$	\$	\$	\$	
Envelope					\$
<b>BUILDING FUND</b>					
<b>ORGAN FUND</b>					
<b>AGENCY FUNDS</b>					
American Bible Society					
Lutheran Hour					
World Relief					
_____			/		
_____					
_____					
<b>OTHER RECEIPTS</b>					
Sunday school:					
Plate					
Envelope					
<b>TOTAL SOURCE/DEPOSIT</b>					

Counted by: \_\_\_\_\_ Date: \_\_\_\_\_

Counted by: \_\_\_\_\_ Date: \_\_\_\_\_

# EXPENSE REIMBURSEMENT VOUCHER

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Travel Expense:**

Auto Expense \_\_\_\_\_ @ \$/mile \_\_\_\_\_  
(Mileage log should be attached)

Other Expense \_\_\_\_\_  
(Explanation & receipts attached)

Other Expense \_\_\_\_\_

Other Expense \_\_\_\_\_

Other Expense \_\_\_\_\_

Total Expenses \_\_\_\_\_

Signature \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Acct # \_\_\_\_\_ Amt \$ \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Acct # \_\_\_\_\_ Amt \$ \_\_\_\_\_

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**EXPENSE REIMBURSEMENT VOUCHER**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Travel Expense:**

Auto Expense \_\_\_\_\_ @ \$/mile \_\_\_\_\_  
(Mileage log should be attached)

Other Expense \_\_\_\_\_  
(Explanation & receipts attached)

Other Expense \_\_\_\_\_

Other Expense \_\_\_\_\_

Other Expense \_\_\_\_\_

Total Expenses \_\_\_\_\_

Signature \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Acct # \_\_\_\_\_ Amt \$ \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Acct # \_\_\_\_\_ Amt \$ \_\_\_\_\_

# THE CONGREGATION BUDGET PLANNING WORKSHEET

	Factor	Number of Households	Adjusted Households
<b>A. Households</b>			
1. Husband and wife (two incomes)	1.50		
2. Husband and wife (one income)	1.00		
3. Singles, single parent	.50		
4. Mixed marriage (two denominations)	.33		
5. Restricted incomes (retired, disabled, etc.)	.25		
6. Unemployed	.00		
7. Inactive members	.10		
8. Total households			
<b>B. Annual average household income</b>			
<b>C. (Line A.8 x B)</b>			
<b>D. Total congregation giving (previous year)</b>			
<b>E. Percentage of income given per household (divide D by C)</b>			
<b>F. Giving potential:</b>	%	Offerings would be:	Increase (decrease)
If membership contributed:	3%		
	5%		
	7%		
	10%		
	12%		