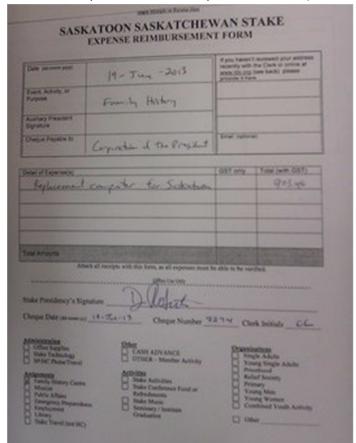
1) Ensure the request form and receipts are in order (Pictures are just examples)

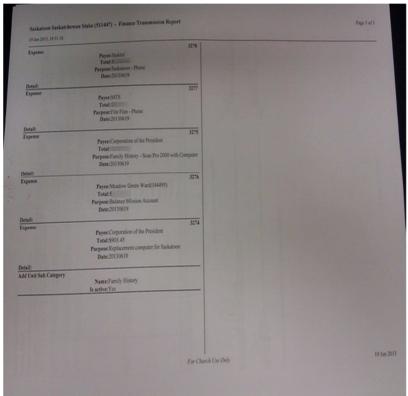




- 2) Bishop should sign these expenses to show he is aware of and approves of this expense (before or after processing)
- 3) When clerk processes the expense that is when they can categorize the expense according to budget that has been set up for their unit. The Stake items are listed above. They can 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.

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.





b. **Expense Report from MLS** (Needs Clerk initial, Clerk signature, Bishop/BP signature)

This is a favorite for auditors. One Ward uses a binder for the current 6 month period so they use the next sheet as their cover page. Auditors can see the signature and it's easy to find the date as well.

They would then use the Transmission sheet as the last sheet in the batch.

					Amount
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SEN .			Family House Budget Administration		
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		o Creek Worth (Asset)			
	18 lot 2913 Mondo	Communication of the Communica	Name and Address of the Owner,	Plin Plots - Phone	
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			Bushared (8251.22		
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Ily II	D Polat	on Produc	ngsor (100-7-70-8104)	1954-1 Date 6/19/13	3
The I	D Poly	The Property		195/19/13 Date	/3
i flat	DA	The Property		195/19/13 Date	/3
I WI		and Provider		195/gra 1	/3
I MAI	D. Police	The Property		1954 1 Date 6/19/13	/3
I ffeel	D Robert	The Property		1954-2'1 Date 6/19/13	/3
I for I	D Poly	The Property		1954 1 Date 6/19/13	/3
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i that	D Poly	The Property		1954.2'1 Date 6/19/13	/3
i flat	D Poly	The Property		1954-2 1 Date 6/19/13	/3

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

		3274 33		
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	Dhe			
Administration Cities Supplies State Technology SP Set Plane Traval	CASH ADVANCE OTHER - Member Assuring	Single Adults Viorge Single Adults Printland		

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.