

Evangelism Report of Income & Expense

Pastor's Name _____ **Speaker** _____

Church _____ **Held At** _____

Auditorium
Tent
Church

From _____ 20 ____ To _____ 20 ____

Baptisms _____ **POF**

[illegible]

**SEE GUIDELINES IN THE INSTRUCTOR PAGE
ALL INVOICES OR VOUCHER COPIES,
ALSO CANCELLED CHECKS AND BANK
STATEMENTS SHOULD ACCOMPANY
REPORTS**

Total Expense and Offerings

FUNDING

From Conference: _____
 From Church: _____
 From Offerings: _____
 Total Funds: _____
 Total Expenses: _____

BALANCE FOR EVANGELISM: _____

If your expenses do not exceed conference subsidy,
Please remit balance to conference.

Please acknowledge that the Church has given the proper forms (W-8 and/or W-9's) to the appropriate parties. You are responsible for their 1099's

Signature

EVANGELISM REPORTING REQUIREMENTS

1. Itemized receipts copies must be turned in with the Evangelism Report. They should include an explanation for the expense.
 - a. Copies of **canceled endorsed checks**(*Check Image*) can **ONLY** be used as a receipt if the payment is to an individual for a qualified expense. (See below) A signed acknowledgement should be attached from the individual along with an explanation for the payment. (An example of this would be paying someone to prepare 10 meals at \$5 each = \$50).
2. Per Diem & Mileage - - Per Diem should **ONLY** be paid when an individual is away from home overnight. A detailed list of mileage should be attached including the date, place traveled, and total miles. If reimbursing for gas instead of mileage, gas receipts must be attached.
3. Entertainment and eating out should be kept to a minimum. Receipts for eating out must include the names of the people eating and the purpose of the meeting. Gift cards given to people would expect the same requirements such as the purpose of the gifts cards and to whom.
4. **MUSICIANS, AND SPEAKERS: All wages for services can be paid through the Conference if you so choose to. If the church decides to pay these categories of people directly please give them the proper forms as described on the first page on the bottom left hand corner. Another form may be necessary for BIBLE WORKERS (contract). Please contact the Evangelism Coordinator for additional information.**

UNACCEPTABLE REPORT ITEMS

1. Painting, repairs, and maintenance to your church do not qualify as an evangelism expense. These items should be paid from the local church budget.
2. Church electric and utility bills also do not qualify. These items should be paid from the local church budget.
3. Purchases of equipment such as video players, projectors, computers, etc. do not qualify
4. Auto repairs to personal automobiles are a personal expense and do not qualify to be paid from evangelism funds. This includes Bible workers personal automobiles.
5. If your church is currently renting a building, rent for the church building is **ONLY** acceptable when additional rent is charged if the church is used for additional time to hold the meetings. Then only the additional rent can be reported. The usual rent charge for the church should be paid from the local church budget.