



December 2011 Departmental Monthly Finance & Spiritual Life Report

The purpose for this report is so that we can be good stewards of God's money and so that we can track , Miracles of Salvation, Healing, Deliverance , and Holy Spirit Baptism. It is also a way that you the Department Head can inform us of any needs or activity within your department. Thank you for your cooperation and your continued service in the church.

Department Name:

Leaders name:

Description of Income and Expense

Income: Please state amount and source via (general fund, offerings, fundraisers, etc...)

Expenses: Please state amount spent with date of transaction, explanation of expense, provide a receipt, and give total amounts of expenses. Any additional information of expense is helpful. Please attach another page if needed.

Spiritual Life Report: Please list or attach names and contact information.

Leaders signature:

Date:

Approved by:

Date:

Receipts must be attached to expense form. All Reports Are Due by the 10th of the month.