



## November 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:

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Approved by:

Date:

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