OUTREACH REPORT OF INCOME AND EXPENSE

Meetings/Event conducted by									
Meetings held at (if applicable)									
Start Date			Ending Date						
Pastor/Treasurer submitting report									
DATE	CHECK #	DESCRIPTION OF EXPE	NSES	AMOUNT	DATE	OFFERING			
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DATE	CHECK #	DESCRIPTION OF EXPENSES	AMOUNT	DATE	OFFERING
		TOTALS			

PLEASE READ

This report of outreach expense and income should be completed by the pastor in charge of the meetings or the treasurer and mailed to the conference treasurer within 30 days of the final night of the meetings. Please send any unused funds with the report.

Please itemize all expenses and offerings.

Documents for all expenditures must be included with report. Copies are acceptable.

Please assign a number to each document.

Prompt and accurate reports are always helpful and appreciated. $\ensuremath{\textcircled{\mbox{\odot}}}$

Excess or (Deficit)

Total Offerings
Advanced by Conference
Received from church(es)
Other sources
Total Cash Received
Total Cash Received
Less Total Expense
Cash on Hand