

**Bethany Lutheran Church
Endowment Board of Trustees
Crystal Lake, Illinois
Endowment Fund – Expense and Results Report**

Applicants must complete this Expense and Results Report Form to the Bethany Lutheran Church Endowment Board for payment of Approved Project / Ministry. This Expense Report must be submitted with corresponding invoices / receipts. Please include project results indicated in your Approval Letter. The Approved Project / Ministry Application will expire 12 months from the date of application approval. A new application form may be submitted if an extension is needed. Place this request in the Endowment Mailbox in the Church Office or mail.

TO: Financial Secretary
Endowment Board of Trustees
Bethany Lutheran Church
76 West Crystal Lake Ave.
Crystal Lake, IL. 60014

FROM: _____
Print Name

Signature

DATE: _____

PROVIDE THE NAME AND DATE OF APPROVED PROJECT OR MINISTRY:

PROVIDE THE RESULTS OF YOUR PROJECT AND HOW THEY HAVE BEEN SHARED ON PAGE TWO OF THIS EXPENSE AND RESULTS REPORT WHEN PROJECT IS COMPLETED.

TRANSACTION REQUESTED: Please attach corresponding invoices / receipts

- _____ Requisition for Approved Funds
- _____ Pay attached pre-approved invoice / bill
- _____ Re-imbusement of pre-approved out-of-pocket expenses

EXPENDITURES: Provide receipts and list below

- 1. Description: _____ Amount: _____
- 2. Description: _____ Amount: _____
- 3. Description: _____ Amount: _____

Total Amount: _____

BUSINESS or NAME – make check payable to:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: Daytime: _____ Other: _____

If a Vendor check is needed at the time of the expenditure, please place the Expense Report in the Endowment Mailbox two weeks in advance of the event/expenditure or mail to church two weeks in advance of the needed check The Board President or the Financial Secretary will prepare the check and deliver the check to you (but made out to the Vendor) or directly to the Vendor.

<p>APPROVED by ENDOWMENT BOARD PRESIDENT OR FINANCIAL SECRETARY</p> <p>DISBURSEMENT CHECK NO.: _____</p> <p>SIGNATURE: _____ DATE: _____</p>
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WHEN YOUR PROJECT / MINISTRY IS COMPLETED, SHARE YOUR RESULTS

We would expect this within 2 weeks of your project's completion.

Question prompts for your Report:

- What were your expected outcomes?
- What were your results?
- Have you shared these successes ie. Media, presentations, publications etc.
- Will you be expanding or continuing this project?
- Tell us your story!