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# PARISH EXPENSES POLICY

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- Charity Name: [ST PAUL'S, COLLOONEY](#)
- Date Adopted: 28 April 2025
- Minute Reference: 28/04/2025

The select vestry of St Paul's, Collooney will pay vouched and receipted expenses in accordance with agreed activities directed by the select vestry and reflected in the operational plan for the parish.

**Note: If you already have your own claim form system please amend the below information to reflect your own procedures. Otherwise you will be able to find the model forms referred to below on the parish resources section of the Church of Ireland website at the relevant links below.**

Volunteers claiming such expenses must use a *Parish Volunteer Expenses Claim Form*.

Where a member of staff incurs expenses in the course of discharging work on behalf of the select vestry of St Paul's, Collooney an approved *Parish Staff Expenses Claim form* must be used.

Where invoices are received payment will be authorised using a *2024 Parish Payment Voucher*.

All expenses will be subject to inclusion in the annual audit and will be administered with the support of the department of finance of the RCB.

