

Here is an example of how you can log down your expenditure for the event. As the money will be pooled together from different religious organisations, you want to be accountable to the items to it's details. You can fill in this template, then send the various religious organisations so that they know how the money was spent down to it's cent!

Name of Event: _____

Date: DD/MM/YYYY

Short Description of the Event:

<Invoice Details>

1) Name of item

S/N	Item Description	Amount
1		
2		

Total: \$

2) Name of item

S/N	Item Description	Amount
1		
2		
3		
4		

Total: \$

3) Name of item

S/N	Item Description	Amount
1		
2		
3		
4		

Total: \$

4) Name of item

S/N	Item Description	Amount
1		
2		
3		
4		

Total: \$

5) Name of item

S/N	Item Description	Amount
1		
2		
3		
4		

Total: \$

6) Name of Item

S/N	Item Description	Amount
1		
2		
3		

Total:

<Receipts>

1. Name of Item

- Screenshot of receipt**

2. Name of Item

- Screenshot of receipt**

3. Name of Item

- Screenshot of receipt**