PARISH EXPENSES POLICY

- Charity Name: ZION PARISH
- Date Adopted: 28th May 2026
- Minute Reference: Rector's Business

The select vestry of Zion Parish 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. (Linked below)

Volunteers claiming such expenses must use a ***Parish Volunteer Expenses Claim Form (Sterling/Euro)***.

Where a member of staff incurs expenses in the course of discharging work on behalf of the select vestry of Zion Parish an approved ***Parish Staff Expenses Claim form (Sterling/Euro)*** must be used.

Where invoices are received payment will be authorised using a ***Parish Payment Voucher (Sterling/Euro)***.

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