

# 2008 MINISTRY EXPENSE REPORT

For the period from \_\_\_\_\_ to \_\_\_\_\_ 2008

Minister \_\_\_\_\_ Church \_\_\_\_\_

## 1. AUTOMOBILE BUSINESS EXPENSES:

- a. Use of personal car:
    - (Jan.–June) Business miles \_\_\_\_\_ at 50.5¢ per mile \_\_\_\_\_
    - (July–Dec.) Business miles \_\_\_\_\_ at 58.5¢ per mile \_\_\_\_\_
  - b. Use of church car: Personal cost \$ \_\_\_\_\_  
times \_\_\_\_\_ % actual business use \_\_\_\_\_
  - c. Business parking fees/tolls \_\_\_\_\_
- SUB-TOTAL AUTOMOBILE EXPENSES \$ \_\_\_\_\_

## 2. MINISTRY PROFESSIONAL EXPENSES:

- a. Professional and liability insurance \_\_\_\_\_
  - b. Interest on ministry equipment purchases \_\_\_\_\_
  - c. Legal and professional services \_\_\_\_\_
  - d. Office expense \_\_\_\_\_
  - e. Equipment repair/maintenance \_\_\_\_\_
  - f. Books, materials, supplies for ministering \_\_\_\_\_
  - g. Travel away from home overnight for assemblies,  
conventions and continuing education:
    - 1) Air/train/bus/taxi/car rental \_\_\_\_\_
    - 2) Registration/tuition/materials \_\_\_\_\_
    - 3) Lodging/tips/laundry/cleaning \_\_\_\_\_
    - 4) Meals \_\_\_\_\_
  - h. Business meals and home entertainment \_\_\_\_\_
  - i. Business Phone Calls, Cell Phone, Internet Access \_\_\_\_\_
  - j. Dues to religious and civic organizations \_\_\_\_\_
  - k. Business gifts to staff, members and other ministry-  
related persons (\$25 maximum per recipient) \_\_\_\_\_
    - l. Continuing education – local/correspondence \_\_\_\_\_
  - m. Local church & ministry meetings \_\_\_\_\_
  - n. Clergy vestments – purchase and cleaning  
(robes, stoles, etc., not business suits) \_\_\_\_\_
  - o. Equipment purchases and payments \_\_\_\_\_
  - p. Other: \_\_\_\_\_
- SUB-TOTAL MINISTRY PROFESSIONAL EXPENSES \_\_\_\_\_

3. TOTAL AUTO AND MINISTRY PROFESSIONAL EXPENSES \$ \_\_\_\_\_

- |  |          |
|--|----------|
| 4. Plus unreimbursed expenses from previous reporting period       | _____    |
| 5. Minus prepaid expense allowances received this reporting period | (_____)  |
| 6. Minus unused expense allowance from previous reporting period   | (_____)  |
| 7. EXCESS EXPENSES or (UNUSED ALLOWANCE) this reporting period     | \$ _____ |

Excess expenses may be carried forward to the next reporting period. The unused portion of an expense allowance may be retained for expenses occurring during the next reporting period but may not be retained for personal use.

Signatures: \_\_\_\_\_  
Minister Church Treasurer/Officer



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