

BENEVOLENT GIVING COMMITMENT

January 1, 2011 – December 31, 2011

CHURCH _____ CITY _____

PIN # _____ DATE _____

Please note any special instructions for distribution of the funds:

GENERAL COMMITMENT FOR 2011 \$ _____

PLUS: DESIGNATED GIVING PLEDGES

Theological Education (1% Plan) _____

New Church Development Fund _____

Other (please specify): _____

TOTAL PLEDGE \$ _____

YOUR CHURCH INFORMATION:

Clerk of Session _____ Phone _____

Treasurer's Name _____ Phone _____

Bookkeeper's Name _____ Phone _____

Send Receipts/Statements to: _____

Address _____

Comments _____

Person Submitting This Form: _____

REMITTANCE FORM FOR THE YEAR 2011
MISSION PRESBYTERY

Church _____ City _____
Pin # _____ Date _____
Check # _____ made payable to **MISSION PRESBYTERY**

BENEVOLENT GIVING: 70% Mission Presbytery, 20% General Assembly, 10% Synod
Current Year (2011) \$ _____
Prior Year (2010) \$ _____

OR

BENEVOLENCE DESIGNATED: MISSION PRESBYTERY \$ _____
GENERAL ASSEMBLY \$ _____
SYNOD \$ _____

DESIGNATED GIVING:
Theological Education (1% Plan) \$ _____
Disaster Relief _____
New Church Development _____

SPECIAL OFFERINGS:
One Great Hour of Sharing (Easter, April 24, 2011) \$ _____
Peacemaking (World Communion Sunday, Oct. 2, 2011) _____
Pentecost (June 12, 2011) _____
Christmas Joy (December 18, 2011) _____
Other _____

TOTAL CHECK \$ _____

NOTE: Please send a **separate check** if you are paying **Per Capita** (\$6.50 per member based on December 31, 2009 membership); and a **separate check** if you are making a payment on a **Henrietta M. King loan**.

Comments _____

Signature _____

MISSION PRESBYTERY
7201 Broadway, Suite #303
San Antonio, TX 78209
210/826-3296

2010 EXPENSE REIMBURSEMENT FORM

Name _____ **Date of Event** _____

Address _____
Street City State Zip

Name of Committee or Division _____ Account # _____

Auto Mileage _____ @ .15/mile \$ _____

Plus .02/mile for each passenger \$ _____

RECEIPTS: HOTEL & RESTAURANT - MUST HAVE THE BREAKDOWN and name of committee or list of people for restaurant-not just the copy with total on it.

Commercial Transportation \$ _____

Hotel \$ _____

Meals: (when traveling ONLY; i.e. lunch expense incurred while at a committee meeting is not refundable)

\$4.00 Breakfast _____

\$6.00 Lunch _____

\$10.00 Dinner _____

Total Meals \$ _____

Other Expenses (please describe and include copy of receipt):

_____ \$ _____

TOTAL EXPENSES INCURRED \$ _____

COMMITTEE CHAIR'S SIGNATURE _____

Staff Approval (required if over \$125)

CHARITABLE CONTRIBUTION: If you wish to contribute your expenses to Mission Presbytery, **please keep this form and your receipts for IRS. Thank you for your gift.**

I contribute my expenses to Mission Presbytery. _____

Signature of Contributor

MISSION PRESBYTERY
AUTHORIZATION TO DISPERSE FUNDS
BY A COMMITTEE OR DIVISION

Date _____ Committee/Division _____

Amount _____

Recipient: _____

Address _____

Expense Account or Designated Fund Account Number _____

Authorization _____
Chair of Committee/Division

Staff for Committee

NOTE: Please attach minutes from meeting to backup this expenditure.