The Essex Association of Change Ringers

Founded 1879

President: The Right Reverend the Lord Bishop of Chelmsford

EXPENSES CLAIM FORM

Name: _____ **Office/post held:** _____

WHERE AVAILABLE, PLEASE ATTACH RECEIPTS TO SUPPORT YOUR CLAIM

Date	Details of expenses claimed	Amount claimed £	Receipt attached or explanation if no receipt
01-Oct-21	Postage – 4 x 1st class	3.40	Yes
	Total Expenses claimed	**£0.00**	

I confirm receipt of the amount of **£0.00** **shown above**

I certify this claim is accurate and that all these expenses were wholly, exclusively and necessarily incurred for the business and aims of the Essex Association of Change Ringers.

Signed: _____ **Date:** _____

ASSOCIATION TREASURER'S USE ONLY

Authorised by: **Date paid:**

Amount: £0.00

Countersigned by: **Cheque Number:**

Expenses Policy: Revised 5 October 2021