

**Watts Chapel Missionary Baptist Church  
ADVANCE RECONCILIATION FORM**

**STEWARDSHIP MINISTRY USE ONLY**

Check Date: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

Check Number: \_\_\_\_\_ Advance Number: \_\_\_\_\_

Check Paid to: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Advance Closed

Advance Still Open

Receipts Attached

Church Refunded

Requester Reimbursed

Account Number \_\_\_\_\_

Account Name \_\_\_\_\_

YTD Expenses \$ \_\_\_\_\_

Annual Budget \$ \_\_\_\_\_

		<b>AMOUNT</b>	
<b>A. Advance Total</b>		Check #	Disposition Date
<b>B. Total Receipted Expenditures</b> (receipts attached)		Amount	Processed by
<b>C. Balance</b> Advance minus Expenses (A-B)		Disposition of Check:	
<b>D. Refund to Church</b> Advance greater than expenses (C>0)		<input type="checkbox"/> Church Office	<input type="checkbox"/> Ministry Mailbox
<b>E. Reimbursement to Requester</b> Expenses greater than Advance (C<0)		<input type="checkbox"/> Stewardship Mailbox	<input type="checkbox"/> U. S. Mail

**Explanation/Justification/Comments:**

  
  
  

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Approval-Ministry Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Approval-Pastor or Chairman of Deacons

\_\_\_\_\_  
Date