



THE PARISH OF SAINT COLMCILLE'S PROPOSED PARISH EXPENDITURE FORM

The parish has a responsibility to ensure its expenditure does not exceed its income and the Parish Bank Accounts are not overdrawn. To ensure this all expenditure needs to be approved by Parish Priest.

Person/Group/Organisation Making Application
Contact telephone number for responsible person
Proposed Expenditure
Date when event is happening

All proposed expenditure over £1,000.00 needs to be submitted with 3 written quotes

Please return completed form along with quotes if applicable to Philomena Dawson, the Parish Finance Officer at p.dawson@downandconnor.org or leave hard copy in office for Philomena's attention.

The Parish Priest will meet Philomena regularly to review all proposals.

Please do not proceed with any work and purchasing of equipment till you have received written approval.