

**FIRST BAPTIST CHURCH VIENNA, VA**  
**450 Orchard Street, N.W., Vienna, VA 22180 - 703 938 8525 - fax 703 938 1892**

**VOUCHER & RECONCILIATION STATEMENT**

			Voucher No.
<b>Date:</b>			
<b>Ministry:</b>			
	<b>PAYEE</b>	<b>AMOUNT</b>	<b>REASON FOR EXPENDITURE(S)</b>
		\$	<b>CASH ADVANCE</b>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
	<b>Total Paid:</b>	\$	<b>Total Cash Advance:</b>
		\$	\$

<b>TOTAL AMOUNT RECEIVED:</b>		\$	
<b>Amount Budgeted:</b>		\$	
<b>Amount Spent Before This Request:</b>		\$	
<b>Signature of Authorized Org./Auxiliary Officer</b>		<b>Signature of the Authorized Financial Officer</b>	
<b>Ed Brabham</b>		<b>Diana Smith-Jackson</b>	
<b>Comments:</b>			

**RECONCILIATION**

<b>Receipts Attached</b>			
<b>TOTAL AMOUNT RECEIVED:</b>		\$	
<b>Expenditures:</b>		\$	
		\$	
		\$	
		\$	
<b>Total Expenditures:</b>		\$	
<b>Diff. in amt. received &amp; expenditures:</b>		\$	
<b>The difference =</b>		\$	
<b>The difference =</b>		\$	
<b>Signature of Authorized Org./Auxiliary Officer</b>		<b>Signature of the Authorized Financial Officer</b>	
<b>Comments:</b>			