Last updated: 28 September 2023

GUIDELINES FOR EVENT EXPENSES

Vision
To create an efficient and quick expense claims process where reimbursements and payments are made quickly within the stipulated time.

Preparing Expense Estimation
Ministry leaders are requested to prepare an expense estimate of the event three months in advance and get it approved by Ps. Ashish Raichur. Once this estimate is approved expenses may be carried out.

Sample Estimate

SN0	ITEM	Estimate
1	**Venue**	
	Venue - Hall for meeting	
	workshop area - 2 spaces	
	lunch area + recreation	
	TOTAL	
2	**Food & Provision**	
	Tea & Biscuits - Morning	
	Lunch	
	Tea & Biscuits - Morning	
	TOTAL	
3	**Printing / Publicity**	
	Invites	
	Posters	
	Stickers	
	Wristbands	
	Stationery	
	TOTAL	
4	**MEDICINE**	
	Medicines / First Aid Kit	
	TOTAL	
5	**Tables**	
	Hiring of tables, chairs & sidewalls 3000/day	
	TOTAL	
6	**Décor**	
	worship dance and play props	
	Lights	
	Décor	
	TOTAL	

7	**Travel**	
	Travel - Set up and for pre-Conference related	
	Guest speaker travel	
	TOTAL	
8	**Accommodation**	
	Guest Speaker accommodation	
	TOTAL	
9	**Honorarium | OT Charges**	
	Guest Speaker Honorarium	
	Attenders OT charges	
	TOTAL	
10	**Worship**	
	Practice - Hall hire	
	TOTAL	
	TOTAL	
	Registration details	
	TOTAL	
	Expense after deducting income	

Vendor Onboarding

Vendors / Service providers

- Vendors and service providers who provide materials or services for Church-organized events/conferences and Sunday church service, must submit their bank account details to be set up so that the payments can be made.
- Necessary statutory deductions like TDS will be deducted from the vendor/service providers' bills. The payments will be paid only through bank transfer to the vendors/service providers.

Onboarding procedure

- Vendor Service agreement has to be signed by all our Vendors.
- The agreement file should be saved with Vendor's name.
  - For example, for a vendor whose name is: JLR Lighting and Audio, the file name will be: **JLR-Lighting-And-Audio-Vendor-Services-Agreement.docx**
  - For a vendor whose name is: Joseph George, the filename will be: **Joseph-George-Vendor-Services-Agreement.docx**

- Event manager or ministry head should explain details of the document to them.
- Ask them if they can type their details and email back. If they do not have email and/or cannot type, with their permission the details can be filled in.
- The filled document should be shared and reviewed by the vendor who should then have sent the PDF back, as confirmation.

If they do not understand English, use the Kannada version

Setting up Account for NEFT /RTGS

When a new vendor's account details must be set up for NEFT / RTGS, receiving the account details a week prior to the date of payment is essential, to allow the accounts team to coordinate with the signatory and set up the account. The name of the vendor, the account name, PAN card copy of the new vendor must be sent to the accounts department at the time of setting up of a new account.

Bill Checks

There are three types of Bills:

1. Purchases or Supplier Bills
2. Service Provider/Contractor Bills
3. Miscellaneous bills for petty expenses

1. For Purchases or Supplier bills, mandatory fields are as follows:

- Invoice No and date
- Party Name and Address
- GST No
- PAN
- Bank Detail
- Contact no
- Email
- CIN (if available)
- Description of the
- Seal and Signature from Vendors are required in the absence of GST

2. **Contractor bills**

The invoice is prepared after each month's payment (PAN is the mandatory field in it) and we need to attach it with the timesheet for record purpose.

For cash payments, only petty bills accounts can be paid in cash for the following petty expenses:

- Expenditure for refreshments during official meetings
- Office Maintenance of petty nature
- Printing & Stationary of petty nature
- Any other petty expense.
- No cash payments above Rs. 2,000/- should be made against a single bill.

Collecting Supporting Vouchers / Bills
All payments will be made on receipt of bills / other relevant supporting documents or vouchers when bills / supporting documents are unavailable.

Ministry leaders are required to submit their bills within two weeks after the event.

TDS applicable
For catering, hiring of Equipment, professional charges, any other service TDS would be applicable in the following cases:

i. There will be TDS applicable for bill amount equal to or greater than Rs. 30,000.
ii. The PAN card copy of the vendor would be essential.

Mode of Payment
The preferred mode of payments is by NEFT and cheque only.
For cash payments, only petty bills accounts can be paid in cash for the following petty expenses:

- Expenditure for refreshments during official meetings
- Office Maintenance of petty nature
- Printing & Stationary of petty nature
- Any other petty expense.
- No cash payments above Rs 2000/- should be made against a single bill.

Time frame for Payment
The payments / advances / reimbursements will be paid within three full working days of receipt of bills and expense claims.

For any bills submitted at the end of the day on a Friday, the earliest that the payments can be done is on Monday.

GUIDELINES FOR Expense claim

Expense Claim and Reimbursement
Our goal is to eliminate the process of expense claims by ensuring all the transactions are directly paid to the vendors.

General Exemptions
Note that the below claims are exempted and employees are still eligible to claim.

- Travel
- Dunzo
- Relocation allowance
- Publication—Advance given to Admin team
- Tea / Snacks bills for staff team meetings etc.

Travel Claims

- The reimbursement for the staff will be done only for work-related expenses—like travel and food on duty or purchase of things required for the work like shoots etc.
- The payments against the bills will be processed within 2-3 days' time by fund transfer to the account of the employee.
- All the teams are requested to plan and add all the vendors' details before the event. However, we can consider certain claims as an emergency (which was not part of the plan) and pay the employees. However the details must be clearly communicated to the accounts department by the staff.

Purchases

- It is every team's responsibility to make sure that their respective vendor details are added as payee in APC bank account before engaging them.
- Purchases will be made from Amazon or BigBasket or from other reputed websites where APC can pay them directly.
- The amount of Rs. 5000 will be transferred to BB Wallet in the beginning of the moth, for admin to use this for the monthly purchase.
- It is the admin team's responsibility to pre-plan and share with accounts team the buffer amount which needs to be transferred on the basis of the events that are planned.

- The items that are not available or are priced high can be bought from the vendor directly. Please ensure that we add the account details of the vendor to the system beforehand.
- Any staff who has made purchases and payments to vendors due to an urgent reason or on non-working days of the office must submit the original bills or the soft copies of the bills by email to the accountant. (The hard copies are to be submitted later)

Asset and Non-Asset purchases

- All online purchases will be made by the accountant using credit card (E.g., on Amazon, Flipkart, Apple, etc.).
- Purchases are not to be made using the employee's personal credit card.
- Employees are to send the product link to the accountant (with relevant approvals in place), who will make the purchase for the staff and have the items shipped to the office address.
- For software licenses, Google, YouTube, Facebook promos, etc. IT team should email accounts@apcwo.org, the login credentials and the accounts team will make the payment using the credit card against which billing will be done.

Note: Request employees to email accounts@apcwo.org for all expense claims / Senior Pastor's approval etc. Employees can wait for a day and send a message or call the Senior Pastor in the absence of any email response.

GENERAL INFORMATION

ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus-loving, Word-focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ-centered fellowship, caring for and serving each other in love as the assembly of God.

As an **equipping center,** we empower and equip every believer to live victoriously, mature into Christlikeness and fulfill God's purposes for their lives.

As a **missions base,** we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach,** we serve locally and globally by nurturing godly leaders and Spirit-filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

USEFUL LINKS

Online Sunday Church service are livestreamed every Sunday at 10:30 am (Indian Time, GMT+5:30). Spirit-filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

YOUTUBE: https://youtube.com/allpeopleschurchbangalore
WEBSITE: https://apcwo.org/live

Our other websites and free resources:
CHURCH: https://apcwo.org
FREE SERMONS: https://apcwo.org/resources/sermons
FREE BOOKS: https://apcwo.org/books/english
DAILY DEVOTIONALS: https://apcwo.org/resources/daily-devotional
JESUS CHRIST: https://examiningjesus.com
BIBLE COLLEGE: https://apcbiblecollege.org
E-LEARNING: https://apcbiblecollege.org/elearn
COUNSELING: https://chrysalislife.org
MUSIC: https://apcmusic.org
MINISTERS FELLOWSHIP: https://pamfi.org
CHURCH APP: https://apcwo.org/app
CHURCHES: https://apcwo.org/ministries/churches