

**THE RELIGIOUS SOCIETY OF FRIENDS
Southampton Local Quaker Meeting**

EXPENSES CLAIM

Please give or send to: Deborah Page, Treasurer, [email: sqmtreasurer@gmail.com](mailto:sqmtreasurer@gmail.com),
or her home address (see List of members)
or Treasurer, Friends Meeting House, 1A Ordnance Road, Southampton SO15 2AZ

Please include receipts wherever possible

NAME..... email

Claim	Budget code (from list below)	Amount
1.		
2.		
3.		
4.		
5.		
TOTAL		

Signature.....

Date

If electronic payment into your bank account is acceptable, please provide the details here:

Account name.....

Account number..... Sort code.....

List of budget headings – please enter one for each claim or group of claims			
B	Burial ground and Burial Ground Committee	O	Outreach committee and other outreach
C	Children’s committee	PC	Premises Committee – Cottage
ECT	Elders & Pastoral Team – conferences/training	PM	Premises committee – Meeting house
EP	Elders and Pastoral Team – other	T	Tea committee
F	Finance committee	Other	Other (add details if possible)
L	Library Committee		

Office use: Date actioned

Ref: SQM exps 2023