

# BIO Quarterly Report

Year \_\_\_\_\_

This report is for the recording of your Work Fund expenses. Adequate reports must be kept for all BIO Ministry expenses IRS requires documentation for all Work Fund expenditures! DO NOT send receipts with this report. DO NOT include on this report personal salary expenses.

Reports should be in US \$. Please check the Quarter for which you are reporting.

Date Due: 15th after quarter

Quarter #1: Jan.- Mar.

Quarter # 2: Apr. - Jun.

Quarter # 3: Jul. - Sep.

Quarter # 4: Oct. - Dec.

## Quarterly Report of Work Fund Expenses

	MONTH	MONTH	MONTH	TOTAL FOR QUARTER
<b>INSURANCE - MEDICAL</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Health. DO NOT include Life Insurance. This should be paid from personal salary. The company MUST claim to be an insurance company. Doctors, Dentist, Drugs, Other: Report only that which you paid above the amount your insurance pays.

<b>MINISTRY EXPENSES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Advertising, bank charges, Bible Institute, books, brochures, business phone, camera, Candidate School, church planting expenses, computer, computer supplies, currency exchange fees, customs, field conference, films/cassettes, flannelgraph, foreign government/legal fees, home entertainment for mission work, language school, magazine subscriptions, musical instruments, office supplies, passports/photos, postage, prayer cards/letters, professional dues, projectors, radio/TV, seminars, shipping, speaker fees, support to nationals, tuition, visas, and other ministry expenses not listed

<b>VEHICLE EXPENSES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Cleaning, gas, inspection, insurance, license, oil, permits, purchase price,(include payments if you financed vehicle) repairs, shocks, tires.

<b>TRAVEL EXPENSES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Airfare, trainfare, boatfare, taxi, parking, tolls (road & bridge). If you do not use the per diem rate list lodging and meals separately for the entire quarter.

<b>Lodging Meals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### FOREIGN BUSINESS TRAVEL

Lodging & Meals - Only for overnight business travel  
Use the current per diem rate.

Days of overnight travel \_\_\_\_\_ USE LOCALITIES RATE  
Days of per diem meals only \_\_\_\_\_ USE LOCALITIES RATE

### USA BUSINESS TRAVEL

Lodging & Meals - Only for overnight business travel.  
Use the current per diem rate.

**ENTER  
NUMBER OF  
DAYS**

Days of overnight travel \_\_\_\_\_ HIGH COST LOCALITIES  
Days of overnight travel \_\_\_\_\_ ALL OTHER LOCALITIES  
Days of per diem meals only \_\_\_\_\_ HIGH COST LOCALITIES  
Days of per diem meals only \_\_\_\_\_ ALL OTHER LOCALITIES

For those traveling in motorhome check here.

\_\_\_\_ Number of days per missionary.

## QUARTERLY REPORT OF HOUSING EXPENSES

<b>HOUSING</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>UTILITIES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Rent, House Payment, Repairs & Maintenance, Furniture, Appliances  
Furnishings, Insurance, Lawn Mowing, Cleaning Supplies, taxes, interest

Electric, Gas, Water, Non-Business Telephone, Sewer, Cable TV.  
Garbage Removal.

Please Note: Housing and Utilities are added together @ end of year.

Support/Love Offerings Received other than on BIO statement for quarter: \_\_\_\_\_

Year ending Work Fund Balance to be carried forward: \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_