

EXPENDITURE REQUEST

Instructions:

1. Approval signatures must be obtained **PRIOR to PURCHASE, PLACEMENT of ORDER or COMMITMENT of FUNDS.**
2. Please ensure your committee is consulted before requesting any items that are not on the approved annual budget.
3. Checks **will not** be issued for reimbursement and expenditures without this completed form and accompanying receipts. Approvals are not required for standing literature orders, payroll or utilities.

Date:	Requested By:
Make Check Payable to:	Briefly Describe Reason for Expenditure:

_____ I have verified monies are available in my department/area budget.

Account Number (See Back)	Account Title (See Back)	Amount
TOTAL AMOUNT		\$

Note: See reverse side for listing of account numbers and titles. If unsure of which account to charge, please contact Secretary or Stewardship.

Approvals Required:

Approved on Annual Budget:	Amount less than \$500	Director and/or Chairperson
	More than \$500 or exceeds 25% of Department Annual Budget	Director and/or Chairperson and Stewardship Committee
Not Approved on Annual Budget:	Less than \$1,000	Director and/or Chairperson and Stewardship Committee
	\$1,000 or greater	Director and/or Chairperson and Stewardship Committee
	(See Note Below)	and at Business Meeting

Approvals:

Director / Chairperson	Date
Stewardship Chair	Date
Church Clerk	Approved at Business Meeting Date

Note: *In the event of an equipment failure or facilities damage where immediate attention is required, Properties and Stewardship may approve the expenditure. If time permits, two estimates will be obtained.*

2018 Chart of Accounts – Expenses

Missions

700010 - Cooperative Program
700020 - Associational Missions
700030 - Direct Missions
700080 – Church Outreach
(Please specify: Impact, Engage,
Body & Soul, Pregnancy Center
or Hispanic Ministry)
700095 - 1church Agreement
700096 - 1church (1.5%)

Pulpit Supply/Revivals

751000 - Pulpit Supply

Personnel

820200 - Staff Appreciation Gifts
820700 - Staff Vacation Supply
820900 – Event Media

Personnel - Pastor

800040 - Retirement - Pastor
800050 - Insurance (D/V) - Pastor
800051 - Life Insurance - Pastor
800052 - Disability Insurance - Pastor
800053 - Health Savings Acct - Pastor
830020 - Mileage Reimb - Pastor
830030 – Conf. & Seminars - Pastor
830100 - Reimburseables - Pastor

Personnel - Assoc Pastor of Families

801025 – Supplemental – APF
801040 – Retirement - APF
801050 - Insurance (D/V) - APF
801051 - Life Insurance - APF
801052 - Disability Insurance - APF
830021 - Mileage Reimb - APF
830031 - Conf. & Seminars APF
830041 - Reimburseables - APF

Personnel - Secretary

803001 - Supplemental - Secretary

Personnel - Custodian

805025 - Mileage - Custodian
820500 - Insurance (D/V) - Custodian
820501 - Life Insurance - Custodian
820505 - Supplemental - Custodian

Properties/Building & Grounds

860000 - Custodial Supplies
860010 - Utilities
860015 - Garbage Pickup
860020 - Property Insurance
860025 - Vehicle Expenses
860030 - Repairs and Supplies
860040 - Pest Control
860050 - Equipment
860052 - Landscaping
860060 - Mowing/Lawn Maintenance
860070 - Playground
860075 - Safety Team Recom.

Administrative

870010 - Postage
870030 - Office Supplies
870040 - Copier Maintenance
870050 - Bulletins
870052 - ACS Technical Support
870090 - Miscellaneous Administrative

Adult Ministry

Discipleship

910000 - Adult Discipleship Literature
910010 - Adult Discipleship Supp/Equip

Missions

915025 - Women On Mission
920000 - Men's Ministry
920020 - Mission Projects

Sunday School

900000 - Adult SS Literature
900010 - Adult SS Supplies
900040 – Senior Ministry

Children's Ministry

Discipleship

910030 - Bible Drill

Missions

915010 - Girls in Action
920010 - Royal Ambassadors

Sunday School

900001 - Children's SS Literature
900011 - Children's SS Supp/Ministry

Preschool Ministry

Sunday School

900002 - Preschool SS/MF Literature
900012 - Preschool SS Supp/Ministry

Evangelism

870000 - Advertising
870060 - Evang/Tracts, Videos, Etc.
870065 – Right Now Media
870085 – Recreation Outreach
(Please specify: Basketball, Golf
or Fishing)
880010 - New Member Orientation
880020 – Rally @ the Ridge
880070 - Thanksgiving Luncheon
930000 - Vacation Bible School
930050 – Fall Festival

Youth

900028 – College Literature
900029 – College Retreat
900030 – College Events/Outreach
925050 - Youth Activities
925060 - Youth Camps
925085 - Youth Literature

Hospitality

850000 - Usher/Greeter
850010 - Church Social Activities

Music/Worship

870015 - Internet
935000 - Audio/Visual New Equipment
935010 - Audio/Visual Supplies
940000 - Music Literature/Supplies
940005 - Conference - Worship Leader
940010 - Music Equipment Maint
940040 - CCLI License
950000 - CVLI License

Deacons

945000 - Communion Service
945010 - Deacon Postage & Subscript.
945020 - Deacon Retreat
945040 - Deacon Benevolence

Church Media Library

950010 - CML New Books
950020 - CML Supplies

Miscellaneous

860090 - Capital Expenditures
990000 - Miscellaneous
990500 - Background Checks

Temporary Restricted

230010 - Annie Armstrong Offering
230020 - Lottie Moon Offering
230030 - Golden State Offering
230040 - Mothers' Day Offering
230050 - Mission Trip Offering
230060 - Love Offerings
500061 - Special Fund (Restricted)
700055 – International Missions (Restricted)
870070 – Spanish Ministry (Restricted)
999001 - Recreation (Restricted)
999002 – Vehicle Fund (Restricted)
999012 - Flower Fund (Restricted)
999020 - WOM Promotionals (Res'd)
999030 - Church Promos (Restricted)
999095 - Restricted Capital

Weekday Preschool

600010 – Registration/Mtls & Supplies
600020 – Tuition/Operating Expenses