



EXPENSE APPROVAL / CHECK REQUEST FORM

REQUESTED BY: _____

DATE OF REQUEST: _____

PAYABLE TO: _____

ADDRESS:

FUND CODE: (see Chart of Accounts) _____

REASON FOR CHECK:

AMOUNT: \$ _____

DATE CHECK IS NEEDED: _____

DELIVERING OPTIONS: (please circle)

MAIL OR DELIVER (indicate to whom to deliver to): _____

St. Paul Lutheran Church - CHART OF ACCOUNTS

GENERAL FUND - REVENUE (INCOMING MONEY) (BUDGETED)

Regular Income

50001 Weekly Offering
50002 Offering Plate
50005 Sunday School Offering
50006 Rebate & Interest Income
50007 Bank Charge Reimbursement

Other Income

51002 Use of Property
51006 CELC Building Use
51008 Thrivent Choice
51997 SREC & Electricity Production
51998 Major Repair
51999 Other

GENERAL FUND - EXPENSES (OUTGOING MONEY) (BUDGETED)

Ministries

Music Ministry

61102 Music
61103 Instrument Maintenance
61104 Musicians
61105 Substitute Organist
61121 Special Events
61125 Youth Music Ministries
61127 CCLI-Copyright
61129 Supplies
61133 Equipment

Congregational Life

61302 Fellowship Programs
61303 Funeral Luncheons/Kitchen Supplies
61304 Stephen Ministry
61305 Samaritan Center
61306 New Member Class
61307 Adult Education

Mission & Outreach

61401 Churchwide Mission Support
61404 Lititz Emergency Services
61406 Evangelism & Hospitality
61409 Kanga Lutheran Church
61412 Partner Outreach
61413 Toys for Smiles
61414 Power Packs
61415 Missionary Support
61416 Empty Bowls

Parish Administration

Salaries & Benefits
61501 Staff Salaries
61531 Pension
61532 Employer FICA
61533 Workers Compensation
61534 Auto Allowance
61535 Pastors Continuing Education
61536 Health Insurance
61537 Staff Education & Workshops

Building & Grounds

61511 Gas
61512 Electric
61513 Trash Removal
61514 Maintenance & Repairs
61515 Grounds
61516 Janitorial Supplies
61517 Business Insurance
61519 Water and Sewer
61520 Storm Water Fee - Lititz
61800 Capital Expense

Administration

61505 Postage
61506 Office Equipment & Maintenance
61507 Payroll Services
61508 Hospitality
61521 Offering Envelopes
61530 Office Paper
61540 Office Supplies
61541 Telephone & Internet
61542 Technology Fees
61544 Software
61545 Hardware & Equipment

Communications

61500 Advertising & Publicity
61547 Worship Subscriptions
61548 Subscriptions & Fees

Finance Admin

61560 Audit Fees
61563 Bank Charges
61564 Miscellaneous Expenses

Goivernance

61610 Council
61620 Synod Convention
61623 Staff-Team Building
61660 Mutual Ministry

Worship Support

61131 Altar Supplies
61132 Worship Supplies
61134 Seasonal Flowers

Children's Ministry

61120 Christian Education Supplies
61204 Seasonal Family Programs
61207 Curriculum
61208 Sunday School
61209 Summer Programs
61212 CELC Ministries
61301 Camperships
61403 Children Worship
61539 Certifications (Safe Child)

Youth Ministry

61202 Confirmation Program
61203 Youth Group Activities
61205 Youth Gathering
61210 Synod Youth Events
61211 Mission Trips

DESIGNATED FUNDS - (NON BUDGETED)
REVENUE (INCOMING MONEY)

Memorials

52101 Memorials-Undesignated
52102 Kathryn Mummert Music Fund
52103 Kitchen Fund
52105 Welcome Center

Special Offering

Local Needs

52202 Community Chest
52203 St Paul WELCA
52204 Power Packs
52206 Toys for Smiles

Other Designated

52240 Pastor Gift
52241 Pastor's Discretionary Fund
52242 Other Designated
52243 World Hunger
52244 ELCA Domestic Relief
52246 Christian Service Box
52250 Kanga Lutheran Church
52253 Lancaster County Stephen Ministry
52256 Sacred Grounds
52257 Refugee Support
52258 Future Reserve
52259 Future Leaders
52260 ELCA International Relief
52304 Tanzania Trips

Children

52501 Camperships

Youth

52301 Youth Ministries
52302 ELCA Youth Gathering
52303 Confirmation Camp
52305 Youth Group Activities
52308 Empty Bowls
52309 Synod Youth Events

Other

52401 Special Restricted Offering
52403 Redcay
52406 Funeral Luncheons
52408 Holiday Flowers
52409 Property
52410 John & Deb Rutter RMD

Capital Campaign

53501 Capital Campaign Fund
53502 Capital Campaign-Interest Income

Church Endowment Fund

54003 Endowment Fund - ELCA

Cemetery Income

55001 Miscellaneous Income
55002 Grave Openings Income
55003 Investment Income
55004 Lot Sales Income
55005 Plaques Income
55006 Foundations Income

CELC Income

56002 CELC Liability Insurance
56003 CELC Workers Compensation
56004 CELC Miscellaneous Income

EXPENSES (OUTGOING MONEY)

Memorials

62101 Memorials-Undesignated
62102 Kathryn Mummert Music Fund
62103 Kitchen Fund
62105 Welcome Center

Special Offering

Local Needs

62202 Community Chest
62203 St Paul WELCA
62204 Power Packs
62206 Toys for Smiles

Other Designated

62240 Pastor Gift
62241 Pastor's Discretionary Fund
62242 Other Designated
62243 World Hunger
62244 ELCA Domestic Relief
62246 Christian Service Box
62250 Kanga Lutheran Church
62253 Lancaster County Stephen Ministry
62256 Sacred Grounds
62257 Refugee Support
62258 Future Reserve
62259 Future Leaders
62260 ELCA International Relief
62304 Tanzania Trips

Children

62501 Camperships

Youth

62301 Youth Ministries
62302 ELCA Youth Gathering
62303 Confirmation Camp
62305 Youth Group Activities
62308 Empty Bowls
62309 Synod Youth Events

Other

62401 Special Restricted Offering
62403 Redcay
62406 Funeral Luncheons
62408 Holiday Flowers
62409 Property
62410 John & Deb Rutter RMD

Capital Campaign

63501 Capital Campaign Fund
63502 Loan Interest Expense

Church Endowment Fund

64003 Endowment Fund - ELCA

Cemetery Expenses

65001 Miscellaneous Expenses
65002 Grave Openings Expenses
65003 Maintenance Expenses
65004 Plaques Expenses
65005 Foundations Expenses

CELC Expenses

66002 CELC Liability Insurance
66003 CELC Workers Compensation
66004 CELC Miscellaneous Expenses