

# Payment / Reimbursement Request

Shiloh Baptist Church  
King George, VA

Date Submitted: \_\_\_\_\_ Deliver/Mail To: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Budget Line Item <small>(See Back)</small>	Amount	Expense Description	Approval Signature
<b>TOTAL</b>			

◆ PLEASE ATTACH APPLICABLE RECEIPT/INVOICE ◆

Notes (Optional): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Treasurer Use Only</b>	
Date Processed: _____	Payment Method: <input type="checkbox"/> Check _____ <input type="checkbox"/> BillPay _____ <input type="checkbox"/> ACH _____ <input type="checkbox"/> Other _____

**11000 : Checking Account**

11020 : Building Fund  
 11040 : Youth Missions Fund  
 11050 : Deacon Tool Ministry Fund  
 11060 : Media Relocation Fund  
 11070 : WWW Meals Fund  
 11120 : Women's Ministry Fund  
 11130 : Cemetery Maintenance Fund  
 11140 : Mars Hill Fund  
 11150 : Reach, Build, Serve Fund  
 11160 : In/Out Fund  
 11170 : Missions Fund

**51000 : Church Tithe**

51100 : Cooperative Program (6%)  
 51200 : F'burg Area Baptist Network (2.5%)  
 51300 : Local Missions (1%)  
 51400 : Micah Ministry (0.5%)

**52000 : PASTORAL MINISTRY TEAM**

52100 : Salary Expenses  
 52110 : Pastor  
     52111 : Salary  
     52112 : Bonus  
 52120 : Children's Minister Salary  
 52121 : Children's Minister Bonus  
 52130 : Minister of Music Salary  
 52131 : Minister of Music Bonus  
 52140 : Secretary Salary  
 52141 : Secretary Bonus  
 52150 : Youth Minister Salary  
     52151 : Middle School Youth Minister  
     52153 : High School Youth Minister  
 52160 : Pianist Salary  
 52161 : Pianist Bonus  
 52170 : Custodian Salary  
 52171 : Custodian Bonus  
 52200 : Convention / Conference  
 52300 : Transportation – Pastor  
 52310 : Transportation - Staff  
 52400 : Deacon Ministry  
     52410 : Baptism  
     52420 : Communion  
     52430 : Other (Fruit baskets, Easter breakfast)  
     52440 : Benevolence Fund  
 52500 : Pastor Literature  
 52600 : Children's Ministry  
     52620 : Children's Church  
         52623 : Music Camp  
         52625 : Wednesday Night Missions Materials  
 52630 : Awana  
     52631 : Store  
     52632 : Games  
     52633 : Books and Awards  
     52634 : Year-end Party  
     52635 : Awana Fee  
     52636 : Bible Lesson  
     52637 : Uniforms  
     52638 : Misc. and Incoming Fees  
     52639 : Awana Snack Supper  
 52640 : Pizza/Movie Night  
 52650 : Roller Skating  
 52660 : Anything with Wheels  
 52670 : Easter Eggstravaganza  
     52671 : Candy  
     52672 : Other  
 52680 : Harvest Party  
     52681 : Games  
     52682 : Food  
     52683 : Candy

52690 : Vacation Bible School  
 52691 : Literature  
 52692 : Teacher Supplies  
 52693 : Decorations  
 52694 : Crafts  
 52695 : Snacks  
 52696 : Other  
 52699 : Misc. Expenses / Supplies  
 52700 : Youth Ministry  
 52710 : Youth Conferences / Retreat  
 52720 : Ministry and Outreach Expenses  
 52750 : Youth Fellowship  
 52760 : Misc. Youth Supplies  
 52800 : Music Ministry  
     52810 : Adult Choir  
         52811 : Musicals, Books, CDs, Orchestrations  
         52812 : Sunday Service Choral Music  
     52820 : Children's Choir  
         52821 : Music for Children's Choir (Specials)  
         52822 : Music for Teen Choir  
         52823 : Music for Children's Choir 2  
         52825 : Children's Choir Musicals  
         52826 : Storage, Supplies  
     52830 : Music Supplies  
         52831 : Recordable CDs  
     52840 : Piano Tuning  
     52870 : Offertory Music  
     52880 : Accompanying Musicians (Specials)  
     52890 : CCLI License

**53000 : ADMIN/STEWARDSHIP MINISTRY**

53100 : Board of Directors  
 53101 : Discretionary Fund  
 53110 : Insurance (Package Policy)  
 53120 : State Incorporation Fee  
 53130 : Safe Deposit Box  
 53140 : Personnel Expenses  
     53141 : Payroll Taxes (SS / Medicare)  
     53142 : Worker's Compensation  
 53160 : Financial Secretary Team  
     53161 : Offering Envelopes / Postage  
     53162 : Generic Offering Envelopes  
     53163 : Generic Building Fund Envelopes  
 53180 : Treasurer Team  
     53181 : Accounting Services  
     53182 : On-Line Banking Fee  
     53183 : Audit  
     53184 : Checks & Envelopes  
 53200 : Buildings & Grounds Team  
     53210 : Cleaning Supplies  
     53230 : Custodian Overtime  
     53240 : Custodian Travel Expenses  
     53250 : Electricity  
     53260 : Fire Inspection  
     53300 : Major Repairs / Upgrades  
     53310 : Mowing & Lawn Care  
     53320 : New Equipment & Furnishings  
     53330 : Pest/Termite Control  
     53340 : Port-a-john (pavilion)  
     53350 : Repairs & Maintenance (non-HVAC)  
     53360 : Trash Removal  
     53370 : Van Operations & Maintenance  
         53371 : DMV Registration  
         53373 : Inspection  
         53378 : Fuel  
         53379 : Van Repairs / Maintenance  
 53400 : History Team  
     53401 : VBHS Membership  
     53402 : Records Preservation

53440 : Secretary Operational Expenses  
 53441 : Office Supplies  
 53442 : Copier Maintenance  
 53443 : Postage  
 53444 : Telephone  
 53446 : Tapes & CDs  
 53447 : Paper  
 53448 : Internet Access  
 53449 : Secretary Other

**54000 : BENEVOLENT/FELLOWSHIP MINISTRY**

54200 : Hostess Team  
 54210 : Meal Expenses  
 54220 : Kitchen Supplies  
 54400 : Nursery/Toddler Team  
 54410 : Child Care  
 54420 : Supplies  
 54500 : Mercy Team  
 54510 : Funeral Meals  
 54520 : Flowers and Cards  
 54530 : Miscellaneous

**55000 : DISCIPLESHIP/GROWTH MINISTRY**

55100 : Church Resource Center Team  
 55110 : Supplies / Maintenance & Repair  
 55120 : Staff Training / Conference  
 55130 : Motion Picture Copyright License  
 55140 : Resources  
 55200 : Servant Mobilization Team  
 55210 : Spiritual Gifts Books  
 55300 : Sunday School Team  
 55310 : Literature  
 55320 : Magazines  
 55330 : Supplies  
 55350 : Conferences / Training  
 55360 : Fellowship / Outreach  
 55400 : Other Discipleship / Growth  
     55440 : Renewal / Revival Expenses  
 55500 : Adult Bible Studies  
 55600 : New Believers Class  
 55700 : Military Outreach Team  
 55710 : Shipping Costs

**56000 : EVANGELISM / MISSIONS MINISTRY**

56100 : Missions Development Team  
 56110 : WOM  
     56111 : Education Resources  
     56112 : Women's Bible Studies  
     56113 : Leadership Development  
     56114 : Global Missions / Ministry  
     56115 : WOM Outreach Events  
     56116 : Military Missions  
     56117 : Mars Hill  
 56300 : Publicity Team  
 56310 : Website Hosting  
 56320 : Advertising  
 56340 : Supplies (DVDs, etc.)  
 56350 : Online Photo Albums

**57000 : PRAYER/WORSHIP MINISTRY**

57100 : Technology Team  
 57130 : Upgrades & Equipment  
 57200 : Flower Team  
 57600 : Welcome Team  
 57700 : Pulpit Supply