

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
TOTAL			

◆ PLEASE ATTACH APPLICABLE RECEIPT/INVOICE ◆

Notes (Optional): _____

Treasurer Use Only	
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
 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
 52151 : Middle School Youth Minister Salary
 52152 : Middle School Youth Minister Bonus
 52153 : High School Youth Minister Salary
 52154 : High School Youth Minister Bonus
 52160 : Pianist Salary
 52161 : Pianist Bonus
 52170 : Custodian Salary
 52171 : Custodian Bonus
 52200 : Convention / Conference
 52300 : Transportation – Pastor
 52310 : Transportation – Staff
 52320 : Ministerial Staff Training
 52400 : Deacon Ministry
 52410 : Baptism
 52420 : Communion
 52430 : Other (Fruit baskets, Easter breakfast)
 52440 : Benevolence Fund
 52500 : Pastor Literature
 52600 : Children's Ministry
 52601 : Outreach (VBS, other events)
 52602 : Internal Ministries (Children's Church)
 52603 : Awana
 52604 : Supplies
 52623 : Music Camp (Food, music, props)
 52624 : Child Care and Supplies
 52700 : Youth Ministry
 52710 : Youth Conferences / Retreat
 52720 : Ministry and Outreach Expenses
 52750 : Youth Fellowship
 52760 : General Supplies
 52800 : Music Ministry
 52810 : Adult Choir
 52811 : Musicals, Books, CDs, Orchestrations
 52812 : Sunday Service Choral Music
 52820 : Children's & Teen's Choirs
 52821 : Music
 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
 53102 : Background Checks
 53110 : Insurance (Package Policy)
 53120 : State Incorporation Fee
 53130 : Safe Deposit Box
 53140 : Personnel Expenses
 53141 : Payroll Taxes (SS / Medicare)
 53142 : Worker's Compensation
 53143 : Staff Appreciation & Gifts
 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
 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
 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
 55330 : Supplies
 55350 : Conferences / Training
 55360 : Fellowship / Outreach
 55400 : Other Discipleship / Growth
 55440 : 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
 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