

Grace Bible Church of Hawk Mountain Expense Reimbursement Form

Date	Payable To	Address	Account Code	Nature of Expense	Amount
Total Reimbursement					\$ -

**Please fill in completely and attach receipts. Reimbursement will not be issued without proper receipts.
Reimbursements are paid monthly on the second Monday.**

Prepared by: _____

Date: _____

Chairperson: _____

51000 - General/Administration Expenses

51300 · Professional Services
51301 · Telephone & Internet
51302 · Cell Phone
51303 · Heating
51304 · Electric
51305 · Website
51306 · Advertising
51307 · Office Supplies
51308 · Printing & Copiers
51309 · Computer / AV Supplies
51310 · Postage & Mailing
51311 · Bank Fees
51312 · Annual Dues, Licenses, Fees
51313 · Donations
51314 · Property & Liability Insurance
51315 · Legal Fees
51316 · Conferences / Training
51317 · Clearances
51318 · Capital Purchases
51319 · Trash Removal
51320 · Travel Expense
51321 · Workers Compensation
51322 · Subscriptions
51323 · Meals & Entertainment
51324 · Office Furniture
51325 · Online Giving Fees
51999 · Miscellaneous Expense

52000 - Discipleship / Education

52100 · Church Materials
52101 · SS Curriculum
52200 · Women's Ministry
52300 · Men's Ministry
52400 · Youth Ministry
52500 · Children's Ministry
52600 · Young Adult Ministry

54000 - Building / Grounds / Vehicles

54100 · Building Improvements
54101 · Building Renovations
54200 · Building Maintenance
54201 · Small Tools and Equipment
54202 · Kitchen Supplies
54300 · Vehicle Maintenance
54301 · Vehicle Insurance
54302 · Vehicle Gas
54400 · Grounds Maintenance
54500 · Pest Control
54600 · Snow Removal
54800 · Safety Equipment
54801 · Safety Training
54900 · Janitorial / Cleaning Supplies
54901 · Cleaning Services

53000 - Church Life

53100 · Small Groups
53200 · Worship / Music
53300 · Church Picnic
53400 · Guest Speakers
53500 · Library
53600 · Gifts

55000 - Outreach

55100 · Vacation Bible School
55200 · Adult Missions
55300 · Youth Missions
55400 · Children's Missions
55500 · Global Missions
55600 · Local Missions

70000 - Restricted Expenses

71000 · Deacon Benevolence Fund
71001 · Sunday School Special
71002 · God's Helping Hands