

Instructions for Completing Monthly Expense Report

The Monthly Expense Report is to be submitted to the Treasurer no later than the last Sunday of the month. All receipts and any missing receipt reconciliation forms should be attached.

1. Enter the Budget's Name.

Buildings & Grounds
Finance
Food Services
Long Range Planning
Nominating
Nursery & Preschool
Outreach
Pulpit Committee
Security
Sunday School
Worship
Youth

2. Enter the Month, Year, and your Beginning Balance.

3. For each expense:

- a. Date: This should be the date of the expense and must match the receipt.
- b. Merchant/Payee: Who did you pay?
- c. Budget Cost Center: Using the Budget Cost Center table, enter the code for the account that you are using. This is the part of your budget that you are using.

Example: Buildings & Grounds purchases cleaning supplies. They would enter "1005" for the Cost Center, as the items are "Janitorial".

- d. Commodity Code: This is where the expense will be attributed to. Use the Commodity Code table and find the code.

Example: To record that you purchased cleaning supplies, you would enter the code "103004" for "Building Materials - Custodial, Cleaning Supplies".

- e. Receipt: Enter a "Y" or "N", as appropriate. If it is a "N", then you will need to complete a Missing Receipt Reconciliation form.
- f. Payment: Enter the amount.
- g. Balance: Calculate the new balance.

4. For "Page of ", enter 1 of 1 if you only have one sheet. Otherwise, enter the page number and total number of pages being submitted.
5. Sign the form and submit it.

BUDGET COST CENTERS

Budget Name	Budget Account	Description	Code
Buildings & Grounds	1000	Janitorial	1005
		Landscaping	1010
		Maintenance	1020
		Special Projects	1060
		Miscellaneous - Buildings	1090
Finance	1500	Business Affairs	1510
		Accounting Expense	1515
		Licenses & Fees	1511
		Office Expenses	1514
		Insurance	1516
		Sinking Fund	1512
		Ten % Buffer	1513
		Leadership Team	1580
		Transportation	1581
		Travel	1582
		Miscellaneous - Leadership Team	1583
		Payroll	1520
		Payroll - Pastor	1521
		Payroll - Youth Director	1522
		Payroll - Parsonage	1523
		Tax	1530
		Tax - Federal	1531
		Tax - Local	1532
		Tax - State	1533
		Utilities	1570
		Util - Electricity	1571
		Util - Internet	1572
		Util - Miscellaneous	1576
		Util - Telephone	1573
		Util - Waste Services	1574
		Util - Water	1575
		Miscellaneous - Finance	1590
Food Services	2000	Kitchen Equipment & Supplies	2010
		Cookware	2011
		Dinnerware	2012
		Cleaning Supplies	2013
		Food & Beverages	2020
		Miscellaneous - Food Services	2090
Long Range Planning	3000	Miscellaneous - LRP	3090
Nominating	3500	Miscellaneous - Nominating	3590
Nursery & Preschool	4000	Miscellaneous - N&P	4090
Outreach	4500	Benevolence	4510
		Event Planner	#N/A
		Marketing	4525
		Missions	4530
		Missions - Black Creek	4531

BUDGET COST CENTERS

Budget Name	Budget Account	Description	Code
		Missions - FI Baptist Convention	4532
		Missions - Grief Share	4533
		Missions - Kathy Gould	4534
		Missions - Miscellaneous	4535
		Missions - Projects	4536
		Missions - South. Baptist Assoc	4537
		Special Projects	1060
		Miscellaneous - Outreach	4590
Pulpit Committee	5000	Miscellaneous - PS	5090
Security	5500	Miscellaneous - SEC	5590
Sunday School	6000	Education	6010
		Curriculum	6011
		Equipment & Supplies	6012
		Special Programs	6030
		Summer Camp	6031
		Vacation Bible School	6032
		Other Special Programs	6033
		Study Groups	6040
		Adult	6041
		Children	6042
		College & Career	6043
		Foundations Class	6044
		Other Groups	6045
		Miscellaneous - SS	6090
Worship	6500	Audiovisual	6510
		Audiovisual - Equipment & Supplies	6511
		Audiovisual - Repairs/Maintenance	6512
		Decorating/Flowers	6520
		Furniture	6530
		Music	6550
		Mus - Equipment & Supplies	6551
		Mus - Repairs/Maintenance	6552
		Musicians	6553
		Mus - Miscellaneous	6554
		Programs	6560
		Baptism	6561
		Lord's Supper	6562
		Speakers	6563
		Miscellaneous - Worship	6590
Youth	7000	Activities	7010
		Equipment & Supplies	6012
		Scholarship Fund	7030
		Miscellaneous - Youth	7090

COMMODITY CODES

Alphabetical Order

Commodity	Code
Accounting	217000
Appliances	101000
Audiovisual	102000
Building Materials	103000
Building Services	104000
Chemicals	105000
Contracts	210000
Fees - Other Than Financial	215500
Financial Service	106000
Food Service	107000
Furniture	108000
Information Technology	109000
Landscaping	110000
Miscellaneous Goods	111000
Ministries	218000
Office Machines	112000
Outreach	212000
Paper	113000
Payroll	212500
Photographic Equipment & Supplies	114000
Power Generators	115000
Printed Materials	116000
Security	117000
Services and Consultants	118000
Shipping & Handling - All Charges	119000
Summer Camp	216000
Supplies	120000
Taxes and Governmental Fees	121000
Telephone Equipment & Services	122000
Travel	123000
Utilities	210500
Vacation Bible School	216500
Window Coverings	124000
Worship Service	214500

Numerical Order

Commodity	Code
Appliances	101000
Audiovisual	102000
Building Materials	103000
Building Services	104000
Chemicals	105000
Financial Services	106000
Food Service	107000

COMMODITY CODES

Commodity	Code
Furniture	108000
Information Technology	109000
Landscaping	110000
Miscellaneous Goods	111000
Office Machines	112000
Paper	113000
Photographic Equipment & Supplies	114000
Power Generators	115000
Printed Materials	116000
Security	117000
Services - Accountant (Audit Related)	118000
Shipping & Handling - All Charges	119000
Supplies	120000
Taxes and Governmental Fees	121000
Telephone Equipment & Services	122000
Travel	123000
Window Coverings	124000
Contracts	210000
Utilities	210500
Outreach	212000
Payroll	212500
Sanctuary	214500
Fees - Other Than Financial	215500
Summer Camp	216000
Vacation Bible School	216500
Accounting	217000
Ministries	218000
Ministry	218500
Accounting	
Accounting - Expenses	217010
Accounting - Office Expenses	217020
Appliances	
Appliances - Freezers	101010
Appliances - Refrigerators	101020
Appliances - Repair	101030
Appliances - Window Air Conditioners	101040
Audiovisual	
Audiovisual - Installation	102010
Audiovisual - Other Equipment/Supplies	102040
Audiovisual - Repairs/Maintenance	102030
Audiovisual - Screen, Projector, TV, Monitor	102020
Audiovisual - Sound System	102050

COMMODITY CODES

Commodity	Code
Building Materials	
Building Materials - Boilers & Heating Equipment	103001
Building Materials - Bricks, Clay/Stone Products	103002
Building Materials - Custodial, Cleaning Equipment	103003
Building Materials - Custodial, Cleaning Supplies	103004
Building Materials - Custodial, Exterminating	103005
Building Materials - Custodial, Other Equipment	103006
Building Materials - Custodial, Other Supplies	103007
Building Materials - Electrical Repair Supplies	103008
Building Materials - Electrical, Motors, Components	103009
Building Materials - Engineering Equipment & Supplies	103010
Building Materials - Fencing	103011
Building Materials - Floor Maintenance Parts/Accessories	103012
Building Materials - Flooring, Carpet	103013
Building Materials - Flooring, Other	103014
Building Materials - Flooring, Resilient	103015
Building Materials - Flooring, Tile	103016
Building Materials - Hand Tools, Not Powered	103017
Building Materials - Hardware and Related Items	103018
Building Materials - Hose, Commercial & Garden	103019
Building Materials - HVAC, Balancing Equipment	103020
Building Materials - HVAC, Industrial Equipment	103021
Building Materials - HVAC, Other	103022
Building Materials - HVAC, Residential	103023
Building Materials - Industrial Machinery	103024
Building Materials - Lighting, Ballasts	103025
Building Materials - Lighting, Fixtures	103026
Building Materials - Lighting, Florescent	103027
Building Materials - Lighting, Incandescent	103028
Building Materials - Lumber/Wallboard/Siding	103029
Building Materials - Metals: Bar, Sheet	103030
Building Materials - Oil, Grease & Lubricants	103031
Building Materials - Other	103032
Building Materials - Painting Equipment & Supplies	103033
Building Materials - Pipe, Tubing, Fittings	103034
Building Materials - Plumbing, Equipment	103035
Building Materials - Plumbing, Fixtures	103036
Building Materials - Plumbing, Other	103037
Building Materials - Plumbing, Supplies	103038
Building Materials - PreFab Building & Structures	103039
Building Materials - Floor Maintenance Equipment	103046
Building Materials - Hand Tools, Powered	103045
Building Materials - Refrigerator Equipment & Accessories	103040
Building Materials - Signs & Sign Materials	103041
Building Materials - Steam Fittings & Supplies	103042

COMMODITY CODES

Commodity	Code
Building Materials - Tanks, Mobile & Stationary	103043
Building Materials - Welding Equipment & Supplies	103044
Building Services	
Building Services - Carpentry	104001
Building Services - Construction Management	104002
Building Services - Custodial	104003
Building Services - Demolition	104004
Building Services - Doors	104005
Building Services - Electrical	104006
Building Services - Energy Control Systems	104007
Building Services - Fire/Water Damage	104008
Building Services - Glass/Glazing	104009
Building Services - HVAC	104010
Building Services - Locksmith	104011
Building Services - Masonry/Concrete/Stucco	104012
Building Services - Other	104013
Building Services - Other Construction	104014
Building Services - Other Maintenance	104025
Building Services - Painting/Caulking	104015
Building Services - Paving & Resurfacing	104016
Building Services - Pest Control	104017
Building Services - Plumbing	104018
Building Services - Roofs, Gutters	104019
Building Services - Sidewalks, Curbs	104020
Building Services - Site Preparation	104021
Building Services - Trash Removal	104022
Building Services - Walls and Ceilings	104023
Building Services - Windows	104024
Chemicals	
Chemicals - Elements & Gases	105010
Chemicals - Enzymes	105020
Chemicals - Radioactive Isotopes	105030
Chemicals - Solvents	105040
Chemicals - Waste Removal	105050
Contracts	
Contracts - Insurance	210020
Contracts - Landscaping Services	210030
Contracts - Online Services	210040
Contracts - Property Insurance	210021
Contracts - Security	210050
Contracts - Vehicle Insurance	210022

COMMODITY CODES

Commodity	Code
Fees - Other Than Financial	
Fees - License	215510
Fees - Registration	215540
Fees - Service	215550
Financial Services	
Financial Services - Bond Trustee	106010
Financial Services - Investment Trustee	106020
Financial Services - Legal Fees	106030
Financial Services - Other	106040
Financial Services - Other Bank Fees	106050
Food Service	
Food Service - Cookware	107008
Food Service - Dinnerware	107007
Food Service - Food & Beverages	107009
Food Service - Freezers	107001
Food Service - Linens	107006
Food Service - Other Kitchen Equipment	107004
Food Service - Other Supplies	107010
Food Service - Ovens	107002
Food Service - Refrigerators	107003
Food Service - Repair	107005
Furniture	
Furniture - Accessories	108006
Furniture - Classroom	108001
Furniture - Computer	108002
Furniture - Dining	108003
Furniture - Installation & Delivery	108009
Furniture - Office	108004
Furniture - Rental	108007
Furniture - Repairs/Reupholster/Refinish	108008
Furniture - Worship	108005
Information Technology	
IT - Accessories	109008
IT - Broadcasting	109001
IT - Broadcasting Equipment	109002
IT - Cables	109009
IT - Computers (Mac desktop)	109003
IT - Computers (Mac laptop)	109004
IT - Computers (PC desktop)	109005
IT - Computers (PC laptop)	109006

COMMODITY CODES

Commodity	Code
Information Technology (Continued)	
IT - Other Network Service Equipment	109014
IT - Other Peripherals	109011
IT - Printers	109010
IT - Routers	109012
IT - Servers	109013
IT - Tablets	109007
IT - Software	109019
IT - Voice	109017
IT - Voice Equipment	109018
Landscaping	
Landscaping - Batteries, Battery Chargers	110005
Landscaping - Diesel	110010
Landscaping - Fertilizer/Herbicide	110040
Landscaping - Gasoline	110015
Landscaping - Lawnmowers	110020
Landscaping - Other Equipment	110025
Landscaping - Other Supplies	110050
Landscaping - Pest Control Products	110045
Landscaping - Plants, Annuals	110030
Landscaping - Plants, Trees & Perennials	110035
Landscaping - Repairs/Maintenance	110055
Landscaping - Services	110060
Ministries	
Ministries - Children	218100
Ministries - Ladies	218200
Ministries - Men	218300
Ministries - Youth	218400
Miscellaneous Goods	
Miscellaneous Goods - Advertising Fees	111001
Miscellaneous Goods - Banquet/Event Space Rental	111002
Miscellaneous Goods - Document Shredding	111003
Miscellaneous Goods - Employee Benefits	111004
Miscellaneous Goods - Floral Arrangements	111005
Miscellaneous Goods - Membership Dues	111006
Miscellaneous Goods - Miscellaneous	111011
Miscellaneous Goods - Petty Cash	111007
Miscellaneous Goods - Postage	111008
Miscellaneous Goods - Prizes/Awards	111009
Miscellaneous Goods - Salary	111010
Miscellaneous Goods - Insurance Premiums	111014
Miscellaneous Goods - Operating Expenses	111015

COMMODITY CODES

Commodity	Code
Miscellaneous Goods (Continued)	
Miscellaneous Goods - Sponsorship of Event	111012
Miscellaneous Goods - Subscription Fees	111013
Office Machines	
Office Machines - Calculators	112005
Office Machines - Copier Acquisition	112010
Office Machines - Copier Lease	112015
Office Machines - Fax	112020
Office Machines - Postage Meters	112025
Office Machines - Repair/Maintenance Services	112040
Office Machines - Scanners	112030
Office Machines - Typewriters	112035
Paper	
Paper - Construction/Cardstock/Posterboard	113045
Paper - Office, Colored	113040
Paper - Office, White	113055
Paper - Personal, Other	113010
Paper - Personal, Paper Towels	113020
Paper - Personal, Toilet Paper	113030
Paper - Tablet/Writing/Stationary	113050
Paper - Wrapping/Tissue/Gift Bag	113060
Payroll	
Payroll - Benefits	212510
Payroll - D&W - Federal Taxes	212521
Payroll - D&W - FUTA	212522
Payroll - D&W - Medicare	212523
Payroll - D&W - Social Security	212524
Payroll - D&W - Federal Taxes	212520
Payroll - Expenses - Other	212530
Payroll - Housing	212550
Payroll - Salaries	212540
Payroll - Salaries - Pastor	212541
Payroll - Salaries - Youth Director	212542
Photographic Equipment & Supplies	
Photography - Cameras (Still & Video)	114010
Photography - Other Equipment & Supplies	114030
Photography - Repairs/Maintenance Services	114020

COMMODITY CODES

Commodity	Code
Power Generators	
Power Generators - Acquisition	115010
Power Generators - Rental	115020
Power Generators - Repairs/Maintenance Services	115030
Printed Materials	
Printing - Banners	116001
Printing - Booklet/Docket	116002
Printing - Books	116003
Printing - Brochure	116004
Printing - Envelopes	116005
Printing - Forms	116007
Printing - Magazine	116008
Printing - Mailing	116006
Printing - Newspaper	116009
Printing - Posters	116010
Printing - Reprints	116011
Sanctuary	
Sanctuary - Floral Arrangements	214530
Sanctuary - Lord's Supper	214540
Sanctuary - Music	214550
Sanctuary - Music Equipment	214551
Sanctuary - Music Equipment Maintenance	214552
Sanctuary - Supplies, Other than Lord's Supper	214520
Security	
Security - Consultants	117050
Security - Fire Protection	117010
Security - Locks, Access Control	117020
Security - Radios/Communication Equipment	117030
Security - Services/Outside Contractors	117060
Security - Surveillance Equipment	117040
Services and Consultants	
Services - Accountant (Audit Related)	118001
Services - Appraisal Services	118002
Services - Architect	118003
Services - Artist (All Media)	118004
Services - Construction Project Management	118005
Services - Engineer Civil	118006
Services - Engineer Electrical	118007
Services - Engineer Mechanical	118008
Services - Engineer Structural	118009
Services - Environmental Audit	118010

COMMODITY CODES

Commodity	Code
Services and Consultants (Continued)	
Services - Environmental Remediation	118011
Services - Event Planner	118012
Services - Executive Search Firm	118013
Services - Graphic/Web Designer	118014
Services - Land Surveying	118015
Services - Legal, Bookkeeping	118016
Services - Media Producer	118018
Services - Musician	118019
Services - Other	118020
Services - Other Legal	118017
Services - Photographer/Videographer	118021
Services - Piano/Organ Tuner	118022
Services - Sign Language Translator	118024
Services - Speaker	118023
Services - Temporary Help	118025
Shipping & Handling - All Charges	
Shipping & Handling - All Charges	119000
Summer Camp	
Summer Camp - Marketing	216010
Summer Camp - Registration	216020
Summer Camp - Travel Expenses	216030
Supplies	
Supplies - Black or White Boards	120001
Supplies - Classroom	120002
Supplies - Copier Toner, Parts	120003
Supplies - Curriculum	120011
Supplies - Drafting & Art	120004
Supplies - Library	120005
Supplies - Musical Instruments	120006
Supplies - Office Miscellaneous	120007
Supplies - Scanners	120008
Supplies - Sports Equipment	120009
Supplies - Theatrical Equipment & Supplies	120010
Taxes & Governmental Fees	
Taxes/Fees - Other	121400
Taxes/Fees - Property Tax	121100
Taxes/Fees - Sales Tax	121200
Taxes/Fees - Zoning/Permitting Fees	121300

COMMODITY CODES

Commodity	Code
Telephone Equipment & Services	
Telephones - Cellular	122200
Telephones - Handsets	122100
Telephones - Parts	122300
Telephones - Repair/Support	122400
Travel	
Travel - Airfare	123001
Travel - Car Rental	123003
Travel - Charter Bus Service	123002
Travel - Conference Registration Fees	123006
Travel - Hotel/Lodging	123007
Travel - Meals	123008
Travel - Other	123005
Travel - Other (Taxi/Tolls/Parking)	123009
Travel - Personal Car Mile Reimbursement	123004
Utilities	
Utilities - Electricity	210510
Utilities - Internet Services	210520
Utilities - Miscellaneous	210570
Utilities - Natural Gas	210530
Utilities - Phone	210540
Utilities - Sewer	210550
Utilities - Trash	210560
Utilities - Water	210580
Vacation Bible School	
VBS - Curriculum	216510
VBS - Marketing	216520
VBS - Supplies	216530
Window Coverings	
Window Coverings - Custom	124100
Window Coverings - Drapes/Curtains	124200
Window Coverings - Installation	124600
Window Coverings - Roller Shades	124300
Window Coverings - Venetian Blinds	124400
Window Coverings - Vertical Blinds	124500