

BUDGET LINE ITEMS		Reimbursement Requests:
5100 Executive	6000 Personnel	In order to achieve accurate bookkeeping and auditing, we must have the following for any and all reimbursement requests.
5110 Diocesan		
5120 Clergy Conference	6100 Property	
5130 Diaconal	6110 Building Repair & Maintenance	
5140 Diocesan Assessment	6120 Cleaning services	We will reimburse ONLY those requests that include the following:
5150 Diocesan Convention	6130 Depreciation Expense	
5160 Dir./Off. Liab. and Work. Comp.	6140 Insurance - Buildings	
5170 Equipment Repair & Maintenance	6160 Snow and Leaf Removal	1) A COMPLETE Expense Reimbursement form, including:
5180 Office Operations	6170 Supplies	>>> The correct Standing Committee
5190 Telephone & ISP	6180 Trash Removal	----- Example: "Property"
	6190 Utilities	>>> The correct Budget Line Item NUMBER
5200 Fellowship/Hospitality		----- Example: 6120
5230 Fellowship Events	6200 Spiritual Formation	>>> The correct Budget Line Item NAME
5240 Supply: Kitchen & Rest Room	6210 Adult Ministries	----- Example: "Cleaning Services"
	6220 Continuing Ed. (clergy)	
5300 Finance	6230 Curricula	
5310 Stewardship	6240 EfM	2) Supporting Documentation
	6250 Furnishings/Supplies	>>> EXAMPLES: Receipt, Invoice, Cancelled check
5400 Membership	6260 Leadership Development	
5401 Name Tags	6270 Literature	3) Authorization signature
5402 Newsletter	6280 Newcomer Orientation	>>> The chairperson or vestry person assigned to your Standing Committee
5403 Coffee Hour & supply	6290 Staff Development	
	6295 Youth Ministries	
5440 Outreach		*** NOTE:
5441 Benevolence Projects	6300 Worship	<i>Incomplete reimbursement requests will not be processed.</i>
5442 Direct Mail	6310 Acolytes	
5443 Discretionary Fund	6320 Altar Guild	
2221 DreamBuilders (Habitat) Mission	6325 Audio/Visual	
	6340 Flowers	
5450 Pastoral Care	6350 Music - Intergenerational	
5451 Eucharistic Visitors	6360 Music - Traditional	
5452 Pastoral Expense (clergy)	6370 Musician - Supply	
	6380 Nursery	