RECURRING CHARGES for Church

*PRE APPROVED By COUNCIL*

BUS NOW ACCOUNT # 10100 ADMINISTRATIVE-UNRESTRICTED:

PAYABLE TO: (check box and write any notes that apply)

* UPPCO

#80020

* SEMCO

#80035

* TELEPHONE #80010
* WATER

#80040

* Janitor Labor #76010

*\*\* If “AMOUNT” total is DIFFERENT from past bill by more than $\_\_\_\_\_\_\_\_\_\_\_\_ Council approval must be given prior to writing check \*\**

*Notes:*

Check Completed By:

Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check#\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*If needed*-Council Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disbursement form supersedes all related forms prior to Date: May 8, 2013

Church Name

DISBURSEMENT FORM

*(ATTACH SUPPORTING DOCUMENTS)*

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DATE OF REQUEST\_\_\_\_\_\_\_\_\_\_\_\_\_ REQUESTED BY *(If other than Payable to)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT TO BE DRAWN FROM ACCOUNT

*\*\**check box and write any notes that apply/ receipts required **prior** to writing checks for all reimbursements*\*\**

**DESIGNATED/**TEMP RESTRICTED:

* Contributions to other orgs. #42050\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*AFLC colored env.*\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* AFLBS Scholarship #42150
* 1st Sunday of the Month #42610\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* To Individuals #42100

*Jonni S.*\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Bible #42160
* Men’s Breakfast #42210
* Other Meals #42220
* Youth Activity #42190
* Missions #42800\_\_\_\_\_\_\_\_

**GENERAL**-UNRESTRICTED:

* Catered #76050
* “de minimis” Gifts Given from Church to Individuals (e.g. mother’s day flowers) #72000
* Guest Musicians #76030
* Guest Speaker #76020
* Sunday School Activities #73020
* Travel Reimbursements (approved worksheet attached)

Charitable Contributions to:

AFLC:

* Evangelism #71113\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Missionary Support #71112
* Miriam Infant Home #711122
* Tithe #71110\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other Organizations #71500

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADMINISTRATIVE**-UNRESTRICTED: BUS NOW BANK ACCOUNT #10100

* Advertising and Promotion #70112
* AFLC Admin Fees #75010
* Bank Service Charges #74000
* Dues and Subscriptions #70116
* Insurance #70030
* Professional Fees #75000
* Repairs and Maintenance #70010
* Small Tools and Equipment #70020
* Taxes-Property #68000

Church Supplies:

* Basic (batteries, candles, communion items, Pats Foods) #70111\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Books & Teaching Materials #73010
* Bulletins #70113
* Postage and Delivery #70114
* Printing and Reproduction #70115

PAYABLE TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AMOUNT: $\_\_\_\_\_\_\_\_\_\_\_\_\_

*Additional Notes:*

*If applicable: Pre-Approved amount UP TO $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Council Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Completed By: Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check#\_\_\_\_\_\_\_\_\_\_\_\_

Church Commitment for John Doe, *PRE APPROVED By COUNCIL*

*(See council minutes from 3/2013)*

**PAYABLE TO:**

AMOUNT TO BE DRAWN FROM ACCOUNT:

#10100 BUS NOW-GENERAL-UNRESTRICTED:

#71000 CHARITABLE CONTRIBUTIONS:

Sub-account **#71400-**

*\*\* This is a 4 year commitment start day 4/2013 to be reviewed 3/2017 \*\**

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Completed By:

Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ \_\_\_ Check#\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*If needed*-Council Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Name

DISBURSEMENT FORM

*(ATTACH SUPPORTING DOCUMENTS)*

Church Commitment for John Doe, *PRE APPROVED By COUNCIL*

*(See council minutes from 3/13)*

**PAYABLE TO:**

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*KITCHEN-PRE APPROVED By COUNCIL* UP TO $25.00 per month

*\*\*See council minutes from 1/13 if over $25.00 council approval needed prior to payment*

**PAYABLE TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AMOUNT TO BE DRAWN FROM ACCOUNT:

**KITCHEN BANK ACCOUNT** #10150

*Used for reimbursements to individuals only, for replenishing kitchen supplies*

Kitchen supplies #71030

Notes:

Check Completed By:

Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ \_\_\_\_\_\_\_\_ Check#\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*If needed*-Council Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Name

DISBURSEMENT FORM

*(ATTACH SUPPORTING DOCUMENTS)*

*KITCHEN-PRE APPROVED By COUNCIL* UP TO $25.00 per month

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**PAYABLE TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ \_\_\_\_\_\_\_\_ Check#\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*If needed*-Council Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Completed By: Nancy Myhren/Treasurer

Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ 75.00\_\_\_ Check#\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*If needed*-Council Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Completed By: Nancy Myhren/Treasurer

Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ 75.00\_\_\_ Check#\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*If needed*-Council Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_