

CHEQUE REQUISITION

DATE _____

Pay to the Order of _____ \$ _____
Canadian Dollars

Address _____
(If not a current vendor)

Amount _____ Dollars

Special Instructions _____

(see flip side for Acct. #'s)

ACCT.#	Description	GST on Invoice	Invoice Amount
	Total Cheque		

REQUESTED BY: _____

APPROVED BY: _____
(Committee Chair)

PAID -Accts. Pay.
Date
Cheque #

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WOODCLIFF UNITED CHURCH EXPENSE CODES for 2018 BUDGET YEAR

<u>PROPERTY</u>	<u>MINISTRY & PERSONNEL</u>	<u>CONGREGATIONAL LIFE</u>	<u>STEWARDSHIP</u>
5120 Insurance	5315 Education & Book Allowance	5530 Fellowship Supplies	5860 Stewardship Postage
5125 Office Supplies	5325 Staff Salaries (Sheri)	5531 Cong. Meals & Activities	5870 Stewardship Campaign
5127 Computer/Support	5327 Pulpit Supply	5535PT Special Events	
5130 Janitor Supplies	5328 Casual/Temporary Salaries		<u>PASTORAL CARE</u>
5135 Repairs & Maintenance	5329 Guest Musicians	<u>WORSHIP</u>	5920 Card & Care Note Ministry
5138 Landscape Maintenance	5330 Travel	<u>Music Program</u>	5930 Prayer Shawl Ministry
5139 Snow Removal	5360 Staff Appreciation	5610 Music Program Supplies	5940 Benevolent Fund
5141 Enmax	5370 Recruitment	5640 Piano Repairs	5945 Alzheimer/Dementia
5142 Telus	5375 Staff Workshop	5650R Choir	5950 Wentworth & Cedars Villa
5150 Postage	5385 Misc. Employee Expenses	5670 Decor,Sacraments,Supplies	
5156 Furniture & Equipment		5675 Flowers	5965 <u>DUTY OF CARE</u>
5160R Garden Project	<u>OUTREACH</u>	5680 Copyright Licenses	
	5450R Outreach Action	5691 Bulletins	<u>CAPITAL PROJECTS</u>
<u>CHRISTIAN DEVELOPMENT</u>	5452R Christmas Project		5971R Furniture & Equipment
5230 Youth Program	5453R Lenten Project	<u>FINANCE</u>	5972R Building Improvements
5236 VBS & Peace Camp	5454R Gifts to Others	5715 Calgary Presbytery Fees	5973R Intangible Capital
5240 Sunday School Curriculum	5472R Food Bank	5720 Misc. Finance Expenses	
5241 Sunday School Supplies	5473R Habitat for Humanity	5730 Bank Charges	5976R <u>M&S</u>
5260 Lay Training		5740 Accounting Fees	
5262 Small Group Ministry	<u>COMMUNICATIONS</u>	5800PT Wedding/Funeral Staffing	
5265 Adult Program Support	5510 Printing & Advertising		
5280R Bursery	5511 Web Site		
	5514PT Observer		

R Accounts ending in R are paid using restricted use funds

PT Accounts ending in PT used exclusively for Pass Through transactions e.g. Observer & Stampeder gam Revised February 2019

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