

St. Patrick's Episcopal Church Check Request

Date: _____ Mail Check _____ Leave in _____ Church Box

Payable to: _____

Address: _____

Charge Expenses to:

Budget Line Item(s)

Dollar Amounts

Detailed reason for expense: _____

Check Total _____

Person Requesting: _____

Commission Chair Approval (if required): _____

Sr. Warden Approval: _____ (Over \$100 not budgeted)

Please attach invoices, receipts or other appropriate documentation.

Expense & Temporary Restricted Accounts (partial list)

Administration

Other

5600 - Advertising
5610 - Bulletins & Printing
5630 - Diocesan Convention
5640 - Office Supplies
5650 - Computers/Software
5660 - Postage
5670 - Telephone
5690 - External Audit

Operation

5900 - Sexton - Contractor
5910 - Building Repair & Maintenance
5920 - HVAC Maintenance
5930 - Janitorial Supplies
5940 - Lawn Care
5945 - Landscaping & Gardens
5950 - Misc. Capital Improvements
5960 - Property Insurance
5970 - Snow Removal
5980 - Utilities

Ministries

6100 - Acolytes, Readers
6101 - Recognition Ministry
6102 - Men's Group
6103 - New Member Ministry
6110 - Altar/Worship
6111 - Altar Flower Ministry
6120 - Bread Ministry
6130 - Education, Children
6131 - Children's Chapel
6140 - Education, Adult
6146 - Kitchen
6150 - Library
6160 - Music Ministry
6165 - E.C.W.
6166 - Purls of Wisdom
6170 - Nursery
6180 - Pastoral Care
6190 - Parish Life
6191 - Coffee Hour
6192 - St Pat's Day Parade
6200 - Partners in Prayer
6220 - Stephen Ministry
6230 - Stewardship
6240 - Youth
6250 - General Convention, 2006

Outreach

6210 - Service
6500 - Benevolence & Discretionary
6510 - Deanery
6520 - Diocesan Assessment
6530 - Seminary Support

Temporary Restricted

Non-Memorials

8515 - Library Restricted
8520 - Children's Offering
8530 - Day of Change
8540 - Rector's Discretionary Fund
8541 - Rector's Education Fund
8545 - Asst. Rector's Discretionary Fund
8560 - Flowers
8570 - New Member Bread
8595 - Kitchen Fund
8596 - Kitchen - Building Materials
8597 - Kitchen - Equipment
8598 - Kitchen - Electrical
8599 - Kitchen - Plumbing
8600 - Rummage Sale
8605 - Souper Bowl
8610 - United Thank Offering
8620 - Vacation Bible School
8625 - Children's Chapel
8630 - Youth
8640 - Steve Bilbury (Seminary)
8641 - Cricket Park (Seminary)
8642 - David Kendall-Sperry (Seminary)
8650 - Building Repair (Insurance Claim)
8655 - HVAC Fund
8660 - Irrigation System
8668 - Apparel
8670 - Dublin Food Pantry
8680 - E.C.W. Restricted
8681 - ECW - Fund Raisers
8685 - Hunger Network in Ohio (\$.02/meal)
8690 - Episcopal Community Service
8700 - Cricket Park (Procter Grant)
8710 - Purls of Wisdom
8711 - Pancake Supper
8712 - Episcopal Relief Fund
8713 - Vanessa Clark Disc. Fund
8714 - Christmas Offering
8715 - Short-Term