

Berkeley Covenant Church

Payment Voucher

Your Name: _____

Today's Date: _____

Church Event or Group, if any: _____

Check payable to: Same name as above
 Other: _____

Check to be: Put in mailbox
 Mailed to: _____
 Other: _____

Receipts attached: Yes
 No, because: _____

Your Signature:

*** Senior Pastor Approval Signature**

Note: * GL # marked with * must have Senior Pastor Approval. All others, submit to Treasurer

Date	Description of Expense	\$ Amount	GL # (see below)
TOTAL			

GL # - Account Description (GL # marked with * must have Senior Pastor Approval)			
Budgeted Expenses			Other G/L Accounts
Salaries & Benefits	Operations	Church Ministries	
5025* - Secretarial Help	5301 - Petty Cash - Pastor	5501* - Adult & Family Ministries	1085 - Due From/To Mustard Seed
5065 - Handyman	5303 - Office Supplies	5502* - Church Access / Outreach	1500 - 1632 Hopkins St.
5070 - Gardener	5304 - Internet	5504* - Library	1600 - 1640-42 Hopkins St.
5080* - Guest Speaker Honoraria	5305 - PG&E	5505* - Music	1700 - Furnishings
5101 - Health & Life Ins. -Sr. Pastor	5306 - Telephone	5506* - Children's Ministry (thru 5th)	2100 - Restricted Funds
5103* - Health Ins. -Children's Pastor	5307 - Bank Charges/Payroll Fees	5507* - Middle School Ministry	(use full description)
5104* - Health Ins. -Youth Minister	5308 - New/Replacement Equip.	5508* - High School Ministry	Other
5106* - Health Ins. -College Director	5309 - Workers' Compensation Ins.	5509* - Infant / Toddler Ministry	5812 - Adeny House Apt. Exp.
5160 - Books & Journals -Sr. Pastor	5312 - EBMUD	5510* - Retreats	5990 - Miscellaneous Exp.
5170* - Continuing Ed -Staff	5313 - Maintenance	5512* - College Ministry	
	5314 - Refuse Collection	Travel & Conferences	
	5318 - Taxes and Assessments	5701 - Covenant Annual Meeting	
	5319 - Taxes -Adeny House Apt	5702 - Midwinter Conference	
	5320 - Flowers -Spec. Events	5703 - PSWC Annual Meeting	
	5322 - Insurance, Prop./Accident	5704 - Ministers' Conf.	
		5705 - Leadership Training	
		5720 - C.H.I.C.	