

Imani Community Church

REQUEST FOR SPENDING ESTIMATE & REIMBURSEMENT FORM

Instructions for Submitter:

1. Use the current year Budget Codes on Page 2 of this document.
2. Have the ministry leaders review and initial their ministry expenses.
3. Reimbursements are made only for expenses approved, and included in the budget
4. Receipts must be attached to this form.

Instructions for Ministry Leaders:

1. Please make sure that the expenses listed below are approved in the church budget for your ministry.
2. Expenses that are not in the budget must be reviewed by the finance committee for approval.
3. No reimbursements will be made without budget approval and expenses reimbursement approval, and receipts.

Date	Budget Code	Expense Description	Amount	Expense Approved? and in budget?
		TOTAL		

TOTAL AMOUNT REQUESTED:

Requestor Signature Print Name Date Ministry leader signature approving expenditure

Date expense approved in budget? _____ Finance chair/official signature approval _____

Attach copy of requisition _____

Describe reason for expense: Media Ministry and Property Acquisition Project _____

Does expenditure amount exceed budgeted amount approved? _____

OFFICE USE ONLY:

Check Number Signature Date Notes

Imani Community Church – current year 2003 Budget Codes

Administration

Secretarial

- AA3 - Filings
- AA7 - Conferences

General Operations (Recurring)

- AB1 - Web Hosting
- AB3 - Internet
- AB5 - Office Supplies

General Operations (Non-Recurring)

- AB6 - Equipment Purchases

Publications

- AC1 - Directory
- AC2 - Newcomer Packet
- AC3 - Sunday Bulletin
- AC4 - Postcards

Churchwide Activities

- AC5 Church wide Picnic and BBQ

AC6

Graduation and Scholarships

- AC8 - Graduation program and recognition
- AC9 Scholarships

Foundations

Leadership Training

- FA1 - Home groups - copies, materials
- FA2 - Leaders Retreat
- FA3 - Board Retreat

Membership

- FA4 - New Membership Dinners
- FA5 - Misc/ Office

Church-Wide Retreat

- FA6 - Retreat Supplies

Care Ministry

- CA1 - Nursery Appreciation Lunch
- CA2 - VBS

CA3 - CD Player

CA4 - Halloween Party

CA5 - Sunday School Materials

CA6 - Craft Supplies

CA7 - Cleaning Supplies

CA8 - Vacuum for Rugs

CA9 - Misc/ Replacement of Items

CB1 - TV/VCR

CB2 - Snacks/ Paper Products

CB3 **Men's Ministry**

Women's Ministry

- CC2 - Supplies
- CC4 - Quarterly Brunches (supplies)
- CC5 - Winter Luncheon Outreach
- Discipleship / Bible Study Materials

Worship

- WA2 - Communion Supplies
- WA3 - Welcome Table Supplies
- WA4 - Praise Team Retreat

- Altar flowers
- Altar table vestments

WA5 - CDs and Song Materials

WA6 - Equipment

WA7 - CCLI License

WB1 - Worship Team Training (conference)

WB2 - Set-up / Welcoming committee Strategy Sessions / Retreat

WB3 - Newcomer Events

WB4 - Fellowship Snacks

Prayer

PA1 - Refreshments for quarterly meetings

PA2 - Conferences

Staff Expenses

Senior Pastor

- SA3 - Visitations
- SA6 - Medical Deductible
- SA7 - Conferences
- SA9 - Misc Expenses

Foundations Director

- SB3 - Visitations
- SB4 - Gas
- SB7 - Conferences
- SB8 - Cell Phone
- SB9 - Misc Expenses

Director of Family Ministries

- SC3 - Visitations
- SC4 - Gas
- SC7 - Conferences
- SC8 - Cell Phone
- SC9 - Misc Expenses

Library

SD1 - Books

Missions

Community - Social Outreach

- GA1 Safe Place
- GA2 Outreach response to phone call
- GA3 **Tuesday Night Dinner Bible Study**
- GA4 Dinner costs
- GA5 Supplies

Sunday School

- Refreshments
- GA6 Books and materials

Global Impact

- GB3 - Global Awareness Month
- GB4 - Discovery Team Support and Supplies
- GB5 - Visual Aids
- GB6 - Missions Materials
- GB7 - Skit Presentations