



Account	Expense Description	Amount	Office Use Only	
			1/2 GST	Net
Total				

For reference:

General Administrative Accounts			
AUTO	Auto Allowance	OS	Office Supplies
BAPT	Baptism Transfer	PS	Phone Subsidy
BE	Board Expenses	COPY	Photocopying
CONF	Conference Subsidy	PD	Professional Develop
FA	Fixed Assets	PUBL	Publications
HON	Honorarium	REN	Renovations
HOS	Hospitality	RETR	Retreats
INS	Insurance	SPEC	Special Events
INT	Internet	SMR	Staff Min Resources
MISC	Miscellaneous	SC	Summer Camp
NORM	Norm Contribution	UTIL	Utilities
		OTHR	_____

Administrative Expenses: Approval by Treasurer; Review by Deacon

Payable to	
Date	

Requested by	
Date	

Treasurer Approval	
Date	

Deacon Review	
Date	

Office Use Only	
Cheque #	
Date	