



| Account      | Expense Description | Amount | Office Use Only |     |
|--------------|---------------------|--------|-----------------|-----|
|              |                     |        | 1/2 GST         | Net |
|              |                     |        |                 |     |
|              |                     |        |                 |     |
|              |                     |        |                 |     |
|              |                     |        |                 |     |
|              |                     |        |                 |     |
| <b>Total</b> |                     |        |                 |     |

**For reference:**

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

**Administrative Expenses:** Approval by Treasurer; Review by Deacon

|                   |  |
|-------------------|--|
| <b>Payable to</b> |  |
| <b>Date</b>       |  |

|                     |  |
|---------------------|--|
| <b>Requested by</b> |  |
| <b>Date</b>         |  |

|                           |  |
|---------------------------|--|
| <b>Treasurer Approval</b> |  |
| <b>Date</b>               |  |

|                      |  |
|----------------------|--|
| <b>Deacon Review</b> |  |
| <b>Date</b>          |  |

| Office Use Only |  |
|-----------------|--|
| <b>Cheque #</b> |  |
| <b>Date</b>     |  |