

RRCC EXPENSE VOUCHER

Submitted / Requested By: _____

Date: _____

Vendor Name or
Check Payable To: _____

(Date of Invoice or Date on Receipt)

Reimbursement

Payment on Invoice

Debit Card Purchase

Account Transfer

Date of Invoice: _____

Purchase On Account

Other: _____

Budget Line Item	Description of Expense	Amount
TOTAL		

For Office Use Only:

Approvals:			Payment Method:				
Moderator: _____	Choir Director: _____	Worship: _____	Debit Card	Credit Line	Account Transfer	Treasurer: _____	
Admin Tm Ldr: _____	Ofc Manager: _____	DWM: _____	Check	E Bill Pay	ACH / EFT	Entered in QB: _____	
Sr Minister: _____	Youth Director: _____	OTHER: _____					

List of Budget Items and Expense Accounts from the Approved RRCC Budget

Select account entries from the list below. Attach receipts, invoices or other documentation to the completed form and turn in to the RRCC Treasurer

Church Office

20110 Postage & Delivery
20120 Printing & Reproduction
20130 Office Supplies
20140 Computer & Internet
20210 Assembly & Seminar Expenses
20220 Staff Training & Memberships
20230 Church Administration Support
20310 Sr. Minister Mileage Reimb
20320 Office Manager Mileage Reimb
20330 Other Mileage Reimb
20920 Miscellaneous Admin Expenses

Property Team

41000 Utilities
41100 Electric
41200 Natural Gas
41300 Telephone/Internet
41400 Water Service
41500 Refuse Fees
42100 Supplies & Custodial Supplies
42300 Lawn Maintenance
42500 Repairs and Maintenance
42600 Regular Facility Maintenance
42650 Technology Equipment & Upgrades

Congregational Care

50210 Fellowship Supplies
50220 New Member Materials
50230 Kitchen Supplies
50240 Miscellaneous
50300 Bereavement Dinners

Outreach Ministry

Sharing of First Fruits

60110 BBA New Church Development
60120 Disciple Oaks Conference Center
60130 Blue Bonnet Area/LRGVD
60140 Disciple Mission Fund
60150 Christian Church in the Southwest
60160 Round Rock Serving Center
60180 Round Rock Meals on Wheels
60190 Round Rock Care Givers
60195 Local Outreach and Assistance

Designated Outreach Programs

60410 Special Sunday Offerings
60420 Youth and Adult Mission Trips
60430 Outreach Projects
60400 Other Gifts Beyond Our Walls

Youth Ministry

85210 Camps & Conferences Scholarships & Fees
85220 Sunday Youth Food Expenses
85240 Youth Group Expenses

Christian Education

85110 Sunday School Materials & Classroom Supplies
85120 Children's Church
85130 Wed Connection, Pastors Class, etc
85140 Vacation Bible School
85300 College Scholarship Awards
85400 College Scholarship Fund Raising Programs

Admin Team

91100 Bank Services Charges
91200 Other Administrative Expenses
91300 Mortgage Payment

Disciples Mens Ministry

61000 Disciples Mens Ministry Expenses

Disciples Womens Ministry

62100 - DWM - General Expense
62200 - DWM - Blessing Boxes Exp
62300 - DWM - Ladies Tea Exp
62400 - DWM - Fall Festival Support Exp
62500 - DWM - Adopt-a-Family Support Exp
62600 - DWM - College Student Outreach Exp
62700 - DWM - RR Serving Center Support Exp
62800 - DWM - VBS Support Exp
62900 - DWM - Military Outreach Exp
62901 - DWM - Prayer Shawl Ministry Exp
62902 - DWM - Quadrennial Assembly Exp
62903 - DWM - Swaziland Outreach Exp
62904 - DWM - Mission Support Exp
62905 - DWM - Retreats & Conferences Exp

Special Projects

64000 Special Projects Expenses

Worship Ministry

Worship & Worship Supplies

75110 Communion Supplies
75120 Supplies & Decorations
75130 Gifts for Special Events
75140 Flowers for Worship Events
75150 Special Publications for Worship
75300 Soundbooth Supplies & Technology

Choir & Choir Supplies

75210 CCLI fees
75220 Music and Music publications