



# FUMC CHECK REQUEST FORM

**DATE CHECK NEEDED BY:**  
\_\_\_\_\_

Please allow 7 days for processing & check availability

**PAYABLE TO: Name, Address, City / Zip**  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose / Description:**  
\_\_\_\_\_

<b>*** CLASS ***</b>	<b>Account Number*</b>	<b>Amount</b>
<input type="checkbox"/> Budget /Program		\$
<input type="checkbox"/> Restricted Fund		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL REQUESTED</b>		\$

 **MAIL** \_\_\_\_\_

 **HOLD IN BUSINESS OFFICE FOR PICK UP** \_\_\_\_\_

 **PUT IN:**  
\_\_\_\_\_ 's BOX

**\*SEE CHART OF ACCOUNTS ON REVERSE SIDE**

**REQUESTED BY:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

# FUMC/Chart of Accounts

For "Budget Area" and "Restricted"  
Designations, see the current  
"Class List"

## Operating Expense

- 61000 · Business Expense
- 61100 · Bank Service Charges
- 61200 · Business Licenses and Permits
- 61300 · Computer and Internet Expenses
- 61350 · Background Check Fees
- 61400 · Office Equipment
- 61500 · Office Supplies
- 61600 · Outside Services
- 61700 · Postage and Delivery
- 61800 · Telephone Expense

## Facilities Expense

- 62000 · Facilities Expense
- 62100 · Building and Property Security
- 62200 · General Liability Insurance
- 62300 · Janitorial Expense
- 62400 · Grounds Expenses
- 62500 · Repairs and Maintenance
- 62600 · Small Tools/Equipment/Furniture
- 62650 · AV Equipment and Supplies
- 62010 · Vehicle Expense
- 62800 · Van and Bus
- 62810 · Vehicle Registration
- 62820 · Vehicle Maintenance
- 62821 · 1997 Ford
- 62822 · 1999 Ford
- 62823 · 2011 Ford Bus
- 62830 · Fuel
- 62700 · Utilities
- 62710 · Electric
- 62730 · Natural Gas
- 62740 · Trash Removal
- 62750 · Water/Sewer

## Payroll

- 63100 · Clergy Salaries and Benefits
- 63110 · Sr. Pastor Salary
- 63120 · Associate Pastor Salaries
- 63130 · Clergy Housing
- 63140 · Clergy Health Insurance
- 63150 · Clergy Pension
- 63160 · Clergy Expense Reimbursement
- 63200 · Staff Salaries and Benefits
- 63210 · Salaries and Wages
- 63215 · Employee Bonuses
- 63220 · Continuing Education
- 63230 · Staff Expense Reimbursement
- 63235 · Staff - Health Benefit Reimb.
- 63240 · Payroll Tax Expense
- 63400 · Worker's Compensation

## Program Expenses

- 65000 · Program Expense
- 65100 · Advertising and Promotion
- 65150 · Books/Teaching Materials
- 65200 · Conferences/ Meetings/Retreats
- 65230 · Contract Services
- 65250 · Dues and Subscriptions
- 65300 · Equipment & Storage Rental
- 65350 · Flowers
- 65375 · Meals and Activities
- 65400 · Food and Beverage Expense
- 65425 · Paper Products
- 65450 · Fundraising Expense
- 65500 · Guest Artists and Speakers
- 65510 · Honorarium Expense
- 65520 · Reimbursements
- 65530 · Choral Scholars/Section Leaders
- 65600 · Supplies and Equipment
- 65630 · Mission Trip Expense
- 65650 · Printing and Reproduction
- 65700 · Professional Fees
- 65750 · Transportation/Mileage Expense
- 65800 · Volunteer Appreciation
- 65810 · Scholarship Expense
- 65820 · UM Benevolences (not to RMC)
- 65830 · UM Benevolences (sent to RMC)
- 65840 · Non-UM Benevolence & Charity

