**PRESBYTERY OF MILWAUKEE**

Payee

Check date\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ck #

For accounting use only

**CHECK REQUEST / EXPENSE VOUCHER**

# PAYABLE TO:

**ADDRESS: **

**INVOICE #**

**SPECIAL INSTRUCTIONS:**

**ACCOUNT # ACCOUNT NAME DESCRIPTION AMOUNT**

 **(see reverse)**

**TOTAL AMOUNT: $**

**SUBMITTED BY DATE:**

***INSTRUCTIONS:***

Attach all receipts and supporting documents to this voucher. You are responsible for obtaining authorization from the responsible commission or task force.

Presbytery of Milwaukee Chart of Accounts 2019

## Expenses

**Personnel Expenses Presbytery Executive**

1.01.5011 - Pres. Exec. Salary 1.01.5012 - Pres. Exec. Benefits 1.01.5013 - Pres. Exec. FICA/SECA

1.01.5014 - Pres. Exec. Professional Exp 1.01.5015 - Pres. Exec. Continuing Education

## Office Manager

1.01.5021 - Office Manager Salary 1.01.5022 - Office Manager Benefits 1.01.5023 - Office Manager FICA/SECA 1.01.5024 - Office Manager Professional Exp

1.01.5025 - Office Manager Continuing Education

## Associate for Ministry Vitality

1.01.5031 - Assoc. Min. Vitality Salary 1.01.5032 - Assoc. Min. Vitality Benefits 1.01.5033 - Assoc. Min. Vitality FICA/SECA 1.01.5034 - Assoc. Min. Vitality Professional Exp 1.01.5035 - Assoc. Min. Vitality Continuing Ed

## Communications Associate

1.01.5041 - Communications Assoc Salary 1.01.5042 - Communications Assoc Benefits 1.01.5043 - Communications Assoc FICA/SECA 1.01.5044 - Communications Assoc Prof. Exp 1.01.5045 - Communications Assoc Continuing Ed

##  Stated Clerk

1.01.5061 - Stated Clerk Salary 1.01.5062 - Stated Clerk Benefits 1.01.5063 - Stated Clerk FICA/SECA

1.01.5064 - Stated Clerk Professional Expense

1.01.5065 - Stated Clerk Continuing Education

##  Office Administrative Expenses

1.02.5405 - Audit/Review 1.02.5410 - Bookkeeping expenses 1.02.5415 - Books/Subscriptions

1.02.5420 - Equipment Maintenance 1.02.5425 - Equipment Purchases 1.02.5430 - Insurance

1.02.5435 - Postage/Mailing costs 1.02.5440 - Printing

1.02.5445 - Rent

1.02.5450 - Supplies

1.02.5455 - Technology 1.02.5460 - Telephone/Internet

1.02.5465 - Website

## Standing Committees Council Expenses

1.03.5505 - Meeting Expense/Education 1.03.5510 - Council Transition expenses 1.03.5515 - Youth Ministry Expense

1.03.5520 - Commission/Legal Fees

1.03.5525 - New Way Task Force

1.03.5530 - Leadership Development

## Partnerships

1.04.6005 – Mission Opportunities 1.04.6015 - Interfaith Conference 1.04.6020 - Presbyterian Homes 1.04.6025 - WI Council of Churches 1.04.6030 - Camping Scholarships

1.04.6040 - Other Missions

## Commission on Ministry

1.05.6205 - Commission on Ministry 1.05.6210 - Education Grants 1.05.6215- San Jose

1.05.6220 - Congregational Vitality 1.05.6225 - Group Teaching 1.05.6230 - Pastor to Pastors 1.05.6235 - Minister Gatherings 1.05.6240 - Background Checks 1.05.6245 - Clergy Support

1.05.6250 - Ernest Glenn Plan

## Commission: Prep for Ministry

1.06.6305 - Commission: Prep for Ministry 1.06.6310 - Readiness Assessments