

The Episcopal Church of Saints James and Andrew
Voucher for Reimbursement

Instructions:

Please attach your receipts, and submit this reimbursement to the Rector. In cases when they are unavailable, the Treasurer or Assistant Treasurer may sign off. Once it has been authorized, please submit the reimbursement to Karen Greene in her mailbox or by emailing her at SsJAFinance@gmail.com.

See frequently used numbers on the reverse of this sheet. If you are still unsure of the account number contact the office at office@saintsjamesandandrew.org for the most recent treasurer's report with account numbers.

Amount _____

Date _____

Invoice # _____

Due on: _____

Payable to: _____

Pay on: _____

Description: _____
See attached

Account #: _____

Authorized by: _____

(TITLE): _____

Check #: _____ Date: _____

Comments: _____

The Episcopal Church of Saints James and Andrew

Voucher for Reimbursement

EXPENSE ACCOUNTS

Work Outside Church

- 5003 Health Ministry
- 5005 Outreach
- 5006/3026 Whitney's Pantry
- 5007 Welcoming
- 5008 Scholarships
- 5009 Mass Council of Churches
- 5010 Interfaith Council
- 5011 F.C. Resource Network
- 5012 Forward Movement
- 5013 Green Team
- 5015 Sunday Sandwiches
- 5017 Second Helpings
- 5018 F.C Chamber of Commerce
- 5019 Bach's Lunch

Office Expense

- 5201 General Supplies
- 5202 Postage
- 5203 Advertising
- 5204 Offering Envelopes
- 5205 Equipment Repair/Contract
- 5206 Archives/All Other

Clergy Expense

- 5241 Rector's Exp. Reimbursement
- 5244 Clergy Continuing Ed
- 5246 Clergy Sabbatical
- 5247 Sabbatical Supply Priest
- 5248 Rector Discretionary Fund
- 5249 Supply Clergy

Spiritual Formation

- 5252 Adult Spiritual Formation
- 5253 Youth Spiritual Formation
- 5254 Children Spiritual Formation

Altar Supplies

- 5261 Wafers
- 5262 Wine
- 5263 Oil
- 5264 Altar Supplies - All Other
- 5265 Candles

General Expense

- 5271 Music
- 5272 Misc. Worship Expense
- 5275 Parish Audit
- 5276 Miscellaneous Fees
- 5277 Technology Exp. (Licensing)
- 5279 Technology Expense (Hardware)
- 5280 Coffee & Conversation
- 5281 Safe Church

Property

- 5301 Church Rep/Minor Improv.
- 5302 Lift/Elevator Maintenance
- 5303 Cleaning/Paper Supply
- 5304 Church Heating System
- 5305 Inspection Fees
- 5306 Security System
- 5307 Snow Plowing
- 5308 Rectory Repairs/Improv.
- 5309 Capital Improvements
- 5311 Strong House Repairs/Improv.
- 5312 Kitchen Supplies & Maint.
- 5313 Instrument Maintenance
- 5314 Dump, Lawn, Etc.
- 5315 Blanket Insurance
- 5317 Roof Maint.
- 5319 Gardening
- 5320 Cleaning Service