



**CATHEDRAL  
& CHAPELS**

# Finance Request

All COMPLETED Finance Request will take 7-10 business days to process.

Requested by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

PEX Last 4 \_\_\_\_\_  Check  ACH  Journal Entry

## CHECK

Check Payee:			
Check Address		City/ State/ Zip	
Mail to KC Extension / Internal KC Box			

## ACH / WIRE

Bank Name		Wire ABA# SWIFT BIC:	
Wire City & State		Wire Country	
<i>Beneficiary (Receiver of Funds)</i>			
Beneficiary Name:		Wire: Account #	
Address:		City/ State/ Zip	

Account Name	Account #	Amount	Description	Congregation / Location
<b>Total</b>				

Check list before sending:  Fundraiser/offering \$ \_\_\_\_\_  Supporting Documents  W-9

Additional Comments: \_\_\_\_\_

### OFFICE USE ONLY

- Added to List  
Date: \_\_\_\_\_
- Link Sent to Requestor

#### Approval/ Denial

- Requestor has been notified on list
- Funded or Check Cut  
Date: \_\_\_\_\_
- Informed the requestor

### Notes/Questions/Changes

### Signatures

\_\_\_\_\_  
Pastor/Minister/Ministry Leader

\_\_\_\_\_  
Regional Pastor

\_\_\_\_\_  
Senior Global Pastor

### Ministry Expense Accounts

Account #	Account	Discription
6100	Honorariums	Honorariums/speaker offerings paid to guest speakers
6133	Advertising	All direct advertising costs including newspaper, Facebook, magazines, web-based ads, radio ads, t.v. ads, etc.
6115	Camps & conferences	All costs related to camps/conferences EXCEPT honorariums, advertising, guest hospitality, travel, meals, that have separate accounts
6120	Guest & hospitality	Guest expenses EXCEPT honorariums, travel, meals, lodging; "Green room" expenses should be charged to this account.
6140	Outside services	Payments to vendors providing services, but not including accounting, legal & consulting; Note: Bulk mail should be charged to Supplies & program (if for a ministry) or Postage if for Administration.
6150	Supplies & Program Expenses	All expenses for ministries not charged to other 6100 series accounts. <b>Most ministry-related costs will be charged here.</b>
6160	Special events	Special event costs for ministry should be charged here.
6170	Training & discipleship	Ministry-related training should be charged here. Training for administration should be charged to 6280.
6180	Travel, meals & lodging	Anything related to ministry, should be used for guests as well
6235	Office & computer expense	All supplies used in the office or administrative offices (not related directly to ministries); Also all web hosting fees, software purchases, subscriptions to dropbox, Adobe, etc. should be here.
6250	Postage & shipping	Mailing, postage and shipping costs
6255	Printing	Printing & printing supplies.
6600	Fundraising expense	All expenses (including products purchased for resale) related to fundraising programs.
6180	Travel, meals & lodging	Anything related to ministry, should be used for guests as well
<b>Administration USE ONLY</b>		
6205	Bank & service charges	Bank account fees, merchant fees,
6210	General excise & sales taxes	All general excise & sales taxes paid
6225	Lease expense	Non-real estate lease operatng leases-Xerox, Maui Office Machines
6230	Licenses, permits & dues	Subscriptions, dues, etc.
6240	Outside Services	Non ministry related services provided by vendors, etc.
6245	Miscellaneous	Small dollar amounts for expenses that cannot be charged to other expense accounts. <b>This account should not be used too often.</b>
6260	Supplies	Supplies costs (non-ministry). <b>Ministry-related supplies should be charged to 6150.</b>
6265	Taxes, excise & income	Taxes paid not related to payroll or GE/sales taxes. Income taxes related to rental income should be charged here.
6275	Travel, meals & lodging	Admin Travel only, non-ministry
6280	Training & development	Administrative, non-ministry training costs
<b>Building Use Only</b>		
6330	Janitorial services	Hiring of outside janitorial firms
6335	Janitorial supplies	Cleaning supplies and other costs related to buildings
6340	Landscaping & snow removal	Outside services related to maintaining properties
6350	Management fees	Fees paid to management companies
6355	Parking	Parking costs related to real properties
6360	Rent expense	Real Estate leases and DOE rentals to hold ministry events
6365	Repairs & maintenance	Repair costs related to buildings and real estate (not equipment related repairs)
6367	Security & fire control	
6370	Storage	
6380	Utilities	All utility costs including electric, water, gas, internet, telephone, etc.
<b>Missions Use Only</b>		
6925	International Missions	
6940	KC Worldwide	
6945	Other missions expense	
6950	US Harvest	