

Falls Road A.M.E Church

VOUCHER

<i>Organization:</i>		Invoice Amount:	\$		
<i>Vendor:</i>		Date:			
<i>Organization's Head Sig.:</i>		Date:			
<i>Pastor's Signature:</i>		Date:			
Accounting Use only		Accounting Use ONLY	Accounting Use Only		
<i>Account:</i>	<i>Description:</i>	<i>Budget/Jobs Dept.</i>	<i>Class:</i>	<i>Amount:</i>	<i>Check #</i>

BUDGET /JOB CODES

400 Stewards

*Clerical, Stewardess
Death, Food/Beverage,
Guest Speakers, Sick & Shut-in,
Discretionary*

600 Conference

*Annual, Church School
District, Founder's Day,
General, Mid-Year*

1000 Ministries

*C.A.R.E., Class Leaders
Dance, Family Life, Flowers,
Lay, Men, Music, Seniors
Ushers, Youth, Women,
College, Couples, Harvest
Pastor's Aid*

1300 Outreach

*BGE, Telephone,
Maintenance, Water
Director of Finance*

500 Pastor Package

*Class Dues, Housing,
Vacation, Utilities & Travel,*

700 Trustees

*Alarm System, Copier, Custodian,
Grass, Insurance ,Supplies
Maintenance, Musicians, Snow
Removal, Sound System, Discretionary*

1200 Mortgage

*BGE, Telephone,
Maintenance, Water
Director of Finance*

**Note: Shaded areas of voucher
are to be completed by finance
and accounting personnel**