

# SAINT MATTHEW'S EPISCOPAL CHURCH

## CHECK REQUEST

Payee name: \_\_\_\_\_

Purchase date/Due date: \_\_\_\_\_

(For Office Use Only)	Account # (See reverse)	Ministry	Description	Amount
	—			
	—			
	—			
	—			
	—			
	—			
	—			
	—			

**Total =** \_\_\_\_\_

Prepared by: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date prepared: \_\_\_\_\_

Form Date: May 2007

### FOR OFFICE USE ONLY

	Signatures	Date	Entered	Check #
Vestry Liaison:				
Treasurer:				

## Chart of Accounts (April 2007)

**Fund:** General Fund  
**Accounts:** 5100.5110 through 5100.7505

Account number	Account Name	Account number	Account Name
<i>Expense</i>		<i>Expense</i>	
5100.5110 .....	G&A—Office and Copier Supplies	5100.7220 .....	Outreach—ESL
5100.5120 .....	G&A—Advertising	5100.7230 .....	Outreach—Other
5100.5140 .....	G&A—Postage	5100.7240 .....	Outreach—Habitat for Humanity
5100.5220 .....	Diocese Related—Council Delegates	5100.7300 .....	Community—Programs
5100.6300 .....	B&G—Maintenance & Repairs	5100.7301 .....	Community—Newcomer Welcome
5100.6305 .....	B&G—Building Improvements	5100.7302 .....	Community—Picnics
5100.6310 .....	B&G—Supplies	5100.7303 .....	Community—Pizza & Game Nights
5100.7000 .....	Spiritual Form—Adult Ed	5100.7304 .....	Community—Coffee & Doughnuts
5100.7110 .....	Spiritual Form—Sunday School	5100.7305 .....	Community—Annual Meeting
5100.7120 .....	Spiritual Form—Training	5100.7306 .....	Community—Other
5100.7130 .....	Spiritual Form—VBS	5100.7307 .....	Community—Background Checks
5100.7135 .....	Spiritual Form—Riddle Group	5100.7400 .....	Stewardship
5100.7140 .....	Spiritual Form—G3	5100.7510 .....	Reverence—Other
5100.7150 .....	Spiritual Form—Retreat	5100.7520 .....	Reverence—Flower Ministry
5100.7160 .....	Spiritual Form—Communication	5100.7530 .....	Reverence—Altar Supplies
5100.7170 .....	Spiritual Form—Other	5100.7500 .....	Music & Arts
5100.7180 .....	Spiritual Form—WATCH Meals	5100.7501 .....	Music License
5100.7190 .....	Spiritual Form—Servant Evangelism	5100.7502 .....	Memberships
		5100.7503 .....	Musicians
		5100.7504 .....	Music Purchased
		5100.7505 .....	Equipment/Instrument Maintenance