



Mt. Wilson Church of the Brethren

Church Expense Form

Rev. 091215

REPORT NAME: _____

PURPOSE: _____

REQUESTED BY:

Name _____ Mailing Address _____

REQUESTED FOR:

Commission _____ Chairperson _____

<i>Office Use</i>	<i>Approved</i>	<i>Denied</i>
DATE OF REQUEST:		
DATE COMPLETED:		

Date	Budget	Vendor	Description	Price	Shipping	Mileage	Total
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
				\$ -	\$ -	\$ -	

APPROVED: _____
 Submitted _____ Date _____

NOTES: _____

Advances		\$ -
Total		\$ -

Purchase Order? Yes or No
 ("No" implies reimbursement to you.)

Approved _____ Date _____



<u>Budget Item</u>	<u>Description and Responsible Party</u>
Mission & Service	
60000 Mission & Ministry Board	MS <i>Denominational Board (Brotherhood)</i>
60100 Atlantic Northeast District	MS
60200 Elizabethtown College	MS
60300 Bethany Seminary	MS
60400 Camp Swatara	MS
60450 **Camp Swatara "Forward in Faith"***	MS <i>Capital Campaign 2010-2012</i>
60500 Lebanon Valley Brethren Home	MS
60600 COB Youth Services (COBYS)	MS
60700 Missions	MS <i>Item under the direction of Mission & Service</i>
60800 Lebanon Rescue Mission	MS
60850 Lebanon County Christian Ministry	MS
60900 Youth For Christ	MS
60910 Remembrance & Fellowship	MS <i>Hospitalization gifts, Memorial gifts, New baby rose</i>
60920 Flowers	MS <i>Sanctuary decorations</i>
Personnel Expense	
61000 Pastor Salary	ME
61100 Pastor Benefits	ME <i>Medical & Dental, Health Savings Account, Pension</i>
61150 **Pastor Education**	ME <i>75% seminary tuition and incidental fees</i>
61200 Pastor FICA & Unemployment	FN <i>7.65% of Pastor Salary</i>
61300 Pastor Housing	ME <i>Different from IRS Housing Allowance filing</i>
61400 Pastor Pension - Benevolent	ME <i>1% Salary for Retired Pastors' Benevolent Fund</i>
61500 Administrative Assistant Wages	ME
61600 Custodian Wages	TR
61700 FICA & Unemployment Tax	FN <i>7.65% of Administrative Assistant & Custodian Wages</i>
Operating Expenses	
62000 Church Directories	OA
62100 Bulletins	OA
62200 Annual Conference	OA <i>Delegate and Pastor to Pittsburgh, PA</i>
62250 **District Conference**	OA <i>Registration for 3 Delegates</i>
62300 Office Expenses	OA
62400 Misc. & Legal	OA <i>Deeds & Permits</i>
62500 Mileage - Pastor	ME <i>Mileage reimbursement per IRS standard rate</i>
62600 Pastor Professional Expenses	PA <i>Professional books, subscriptions, conferences, meals</i>
62700 **Leadership Training & Retreat**	ME <i>2010 Board Retreat</i>



Budget Item

Description and Responsible Party

Ministry & Evangelism

63000	Guest Speakers	ME	<i>9 session Revival & 2 guest speakers</i>
63200	Music Supplies	ME	<i>Choir sheet music, cantata music, etc.</i>
63300	Junior Church	ME	
63400	Broadcast	ME	<i>WLBR radio broadcast - quarterly</i>
63500	Spiritual Renewal Retreat	ME	<i>Speaker and Babysitting for 4 sessions, bi-annual</i>
63600	CCLI License	ME	<i>Music copying rights</i>
63700	Guest Musician	ME	
63800	Tuition Support	ME	<i>Adult educational tuition support for laity</i>

Christian Education

64000	Sunday School Supplies	CE	<i>Children & Adult Sunday School curriculum and supplies</i>
64100	Vacation Bible School Supplies	CE	
64200	Messenger	CE	<i>Magazine subscriptions for congregation</i>
64300	Camp Swatara (Good as Gold)	CE	<i>Assistance for Camp Swatara summer camps</i>
64400	Church Library	CE	
64500	Christian Development	CE	<i>Bibles for children, subscriptions, magazines</i>
64600	Religious Educ- Annville Cleona	CE	<i>Busing students to Religious Ed., \$1 per member</i>
64700	National Youth Conference	CE	<i>2010 Conference</i>
64800	Children's Day Service	CE	
64900	Memory Ticket Program	CE	<i>Children's Sunday School gifts for tickets program</i>
64910	Junior Youth Program	CE	<i>Activity item for Jr. Youth Group</i>
64920	Youth Program	CE	<i>Activity item for High School Youth Group</i>
64930	**Parish Resource Center**	CE	<i>Membership to Parish Resource Center, Lancaster, PA</i>

Finance

65200	**Payroll Services**	FN	<i>Payroll services with Eldon Martin, E.A, Cleona, PA</i>
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Audit

66000	Audit/Compilation	AU	
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Property

67300	Maintenance & Repair	TR	<i>Piano tuning, furnace cleaning, routine facility upkeep</i>
67400	Van Maintenance	TR	
67500	Rec Area Improvements	TR	<i>Gym equipment & repairs</i>
67600	Insurance	TR	<i>Workers Comp, Property Insurance, Van Insurance</i>



Mount Wilson Church of the Brethren
Budget Worksheet
2010

1/5/2010

<u>Budget Item</u>	<u>Description and Responsible Party</u>
67650 **Sewer**	TR
67700 Electric	TR
67710 **Waste Disposal**	TR
67750 **Telephone**	TR
67800 Long Term Maintenance	TR <i>Large repair projects, rolls into fund at year's end</i>
67900 Heating Fuel	TR
67910 **Heating Propane**	TR
67950 Cable Internet	TR
 Building Fund	
68000 Building Fund	TR <i>Building expansion, rolls into fund at year's end</i>
 Deacon Commission	
69000 Love Feast	DN

Key: AU - Audit Committee
CE - Christian Education Commission
DN - Deacon Commission
FN - Finance Commission
ME - Ministry & Evangelism Commission
MS - Mission & Service Commission
OA - Office Administrator
PA - Pastor
TR - Trustee Commission