

**AGAPE HOUSE OF WORSHIP
WORK & FUND REQUEST ORDER FORM (AHOW-001)**

Requester's Name: _____ Daytime Phone #: _____

Ministry: _____ E-Mail: _____

Budget Category #: _____

Date Requested: _____ Date Needed: _____

TYPE OF REQUEST (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Clerical Work (copies, letters, flyers, etc.) | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Ministry Supplies & Equipment | <input type="checkbox"/> Maintenance & Repair |
| <input type="checkbox"/> Room Reservation | <input type="checkbox"/> Financial Funds \$ amount _____ |
| <input type="checkbox"/> Audio Services <input type="checkbox"/> Multimedia Services | <input type="checkbox"/> Other: _____ |

** Advance notice required – 1 week notice for small projects, 2-3 weeks for larger projects. Any work requests turned in without the proper documentation or notification will not be completed and returned back to you. Thank you in advance for your cooperation.*

Detailed Description of Request:

Is this request for a budgeted item? no yes, if yes, what is the budgeted amount for this item? \$ _____

Requester's Signature: _____

Ministry Leader Approval: _____

Minister in Charge Approval: _____

** Please make sure all three signatures are provided before submitting form. Please turn this form into the Church Administrator's mailbox. Thank you.*

Church Office Use Only

Pastor's Approval: _____		Date completed: _____
Work completed by: _____		
Check # _____	Date: _____	\$Amount _____

AGAPE HOUSE OF WORSHIP BUDGET CATEGORY AND NUMBERS

Cost Account Code			Description
AD	5400	000	Network and Association Dues
AD	5400	005	Guest Speakers: Honorarium, Hospitality etc.
AD	5400	010	Salaries & Professional Fees
AD	5400	015	Payroll Taxes, Insurances etc.
AD	5400	020	Office Supplies: Printing, Paper, toner, etc.
AD	5400	025	Office Stationaries: Bulletin, Envelopes
AD	5400	030	Office Postages – Postage, Stamps etc.
AD	5400	035	Legal Services/Business Registrations
AD	5400	040	Bank Charges & Credit Card Fees
AD	5400	045	Travels: Convention, Conferences etc.
AD	5400	055	General Administration/Business Expense
AD	5400	140	Pastor's Cont. Education (Books etc.)
AD	5400	500	Admin. Cash Advance (To be Refunded)
BST	100	100	Bookstore Income
BST	200	100	Bookstore Expenses
CM	5800	135	Children's Ministry - Potter's House
CM	5800	145	Awana Clubs
EV	5500	050	Adopt-a-School Ministry
EV	5500	060	Outreach Ministry
EV	5500	070	General Advert: Fliers, Direct Marketing etc.
EV	5500	180	Health & Wellness Ministry
EV	5500	080	VITA Ministry
EV	5500	090	Digital Ministry
HC	200	100	Equipment Rental/Leases
HC	200	200	Goods Purchases
MB	5600	075	Connection Ministry
MB	5600	080	Classes (Class A101, 201, 301)
MB	5600	085	Kitchen & Hospitality Ministry
MB	5600	100	Youth Ministry (YRU)
MB	5600	130	College Ministry
MB	5600	105	Women's Ministry (WOP)
MB	5600	110	Men's Ministry
MB	5600	115	Young Adult Ministry (Oasis)
MB	5600	120	Marriage and Family (Covenant Keepers)
MN	5700	095	Caregiving Ministry
MN	5700	125	Transportation: Maintenance, Registration etc.
MN	5700	135	Benevolence Donation
MN	5700	140	True Wealth Ministry
MN	5700	150	Training & Development - All Ministries
MN	5700	155	Gifts: Churches, People (Not Benevolence)
MN	5700	170	Ushers and Greeters Ministry
MN	5700	175	Valet Ministry
MN	5700	180	Finance Ministry
MN	5700	190	Special Needs (Bridge Ministry)
MN	5700	200	Sports Ministry
MN	5700	210	Website & Information Technology
MN	5700	230	Prayer Ministry (PUSH Army)
MWO	100	200	Short-Term Missions Trips
MWO	100	300	Mission Support and Liaison
MWO	100	400	Mission Awareness and Mobilization
MWO	100	500	World Outreach – Ministry Trips
MWO	100	600	Hope Bag Project
PP	5900	185	Facility Rental Expenses
PP	5900	190	Bills & Utilities
PP	5900	195	Beautification Ministry
PP	5900	200	Insurances

PP	5900	205	Facility Repair and Maintenance
PP	5900	210	Facility Improvement
PP	5900	215	Asset (Furniture, Equipment etc.)
PP	5900	220	Cleaning (Levite) Ministry
SE	6000	090	Special Events: Picnic, Christmas Party etc.
SE	6000	205	Prayer Conferences
SE	6000	210	AGAPE Anniversary
SE	6000	215	Valentine Dinner
SE	6000	220	Annual Church Retreat
SE	6000	225	5K Run/Walk - Run for Roselle
SE	6000	300	Night of Worship
SE	6000	400	EQUIP Leadership Conference
SE	6000	500	Activate Prophetic Conference
WO	6100	150	Dance Ministry (Vessels of Praise)
WO	6100	165	Creative Art Ministry – Drama
WO	6100	225	Presentation Ministry
WO	6100	235	Worship Ministry
WO	6100	240	Multimedia Ministry
WO	6100	245	Sound and Technical Ministry
DHS	6000	130	Homeland Security Grant - income
DHS	6000	230	Homeland Security Grant - Expense