

**AGAPE HOUSE OF WORSHIP  
EXPENSE REIMBURSEMENT FORM (AHOW-002)**

NAME OF REQUESTER: \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

PURPOSE OF EXPENDITURE: \_\_\_\_\_

IS THIS REIMBURSEMENT REQUEST FOR A BUDGETED ITEM?  NO  YES  
IF YES, WHAT IS THE BUDGETED AMOUNT FOR THIS ITEM? \$ \_\_\_\_\_

| Description of Item | Ministry | Category/ Number<br>(See Page 2) | Amount |
|---------------------|----------|----------------------------------|--------|
|                     |          |                                  |        |
|                     |          |                                  |        |
|                     |          |                                  |        |
|                     |          |                                  |        |
|                     |          |                                  |        |
|                     |          |                                  |        |
|                     |          |                                  |        |
|                     |          |                                  |        |
| <b>Total</b>        |          |                                  |        |

\_\_\_\_\_ Total Request

\_\_\_\_\_ Date of Request

\_\_\_\_\_ Requester's Signature

\_\_\_\_\_ Approval/Minister's Signature

\_\_\_\_\_ Pastor's Signature

**INSTRUCTIONS RELATED TO EXPENSE REIMBURSEMENT:**

- Expenses must be budgeted in the church's approved annual budget
- Expense reimbursement should be submitted within 30 days of the expenditure
- Expenses must be strictly for the church's benefit and not for personal use or gain
- Expenses must be reasonable and consistent with what a frugal shopper would pay for an equivalent quality item (e.g. an item that cost \$20 at BJs/Wal-Mart will not be reimbursed at higher price of \$30)
- Attach receipts for items purchased, if items do not come with receipts or the receipts are lost; please provide replacement receipts (e.g. a spreadsheet with the description of item cost and date)
- Please fill out the budget Category and Number for each Item. See page 2 for the list

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| <p><b><u>FOR OFFICIAL USE ONLY:</u></b></p> <p>Check Number:</p> <p>Date:</p> <p>Amount:</p> |
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## 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            |