

Voucher No. \_\_\_\_\_

**2017 CHECK REQUEST VOUCHER  
Sugar Creek Presbyterian Church (USA)**

Expensed   
Paid

**Payee:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_



Amount-Attach Receipt(s)

Mail Check     Give to Originator     Give to Payee

SCPC Acct #	Breakdown Amount	Invoice number AND a brief description

\_\_\_\_\_  
Originator's Signature

\_\_\_\_\_  
Approved by: \_\_\_\_\_

\_\_\_\_\_  
Date Paid and Check #

**SCPC Budget Account Numbers/Description**

**Building & Grounds**

- 501.200 Cable-Internet
- 501.205 Comp. SW & HW
- 501.210 Copier Lease
- 501.215 Custodial Supplies
- 501.225 Gas & Electric
- 501.230 General Maintenance
- 501.235 Insurance
- 501.240 Kitchen Supplies
- 501.245 Major Repairs
- 501.250 Mowing/Snow Removal
- 501.255 Office Supplies
- 501.265 Pest Control
- 501.270 Postage
- 501.275 Telephone
- 501.280 Trash
- 501.285 Water/Sewer
- 501.290 Transfer to ER Fund
- 501.295 Elevator Maintenance

**Congregational Fellowship**

- 501.411 Church Fellowship Exp.
- Deacons**
- 501.500 Homebound/Hosp. Ministry
- 501.503 Grief Books
- 501.505 Pastoral Counseling
- 501.510 Postage/Cards
- 501.515 Prospective Members
- 501.520 Publicity
- 501.525 Meals/TLC
- 501.535 Stephen's Ministry
- Financial Resources**
- 501.600 Envelopes
- 501.605 Penalties/Finance Charges
- 501.606 Loss on Non-Cash Donation
- 501.607 Transfer to Designated Funds
- 501.610 Stewardship Campaign

**Human Resources**

- 501.800 Pastor Cash Earnings
- 501.801 Pastor Housing
- 501.804 Pastor Med Flex Plan
- 501.805 Pastor 403(b)
- 501.806 Pastor Pension Dues
- 501.807 Pastor Prof. Expenses
- 501.808 Pastor Study Allowance
- 501.809 Pastor Moving Expenses
- 501.810 DFM Cash Earnings
- 501.811 DFM Med Flex Plan
- 501.812 DFM Med. Ins. [SCPC portion]
- 501.813 DFM Med. Ins. [WB portion]
- 501.814 DFM 403(b)
- 501.816 DFM Study Allowance
- 501.817 DFM Prof. Expenses
- 501.830 Organist Cash Earnings
- 501.835 Organist Music Allowance
- 501.840 Choir Director Cash Earnings
- 501.845 Children Choir Dir. Cash Earn.
- 501.850 Adm. Sec. Cash Earnings
- 501.851 Adm. Sec. 403(b) [Employee Cont.]
- 501.860 Custodian Cash Earnings
- 501.870 FICA/Medicare
- 501.871 Pulpit Supply
- 501.872 Music Staff Substitute
- 501.875 Payroll Service
- 501.880 Staff Prof. Development
- 501.881 Staff Mileage Reimburse.
- 501.890 Workers' Compensation
- 501.892 HR Staff Search Expense

**Christian Nurture**

- 501.305 Camperships
- 501.310 Curriculum
- 501.315 Equipment
- 501.320 Scholarship Awards
- 501.325 Speaker Fees
- 501.330 Supplies
- 501.335 t.y.p.
- 501.340 VBS Expense
- 501.348 Workshops
- 501.349 Special Events
- 501.352 Youth Fellowship
- 501.357 Youth Rallies & Retreats
- 501.360 Background Checks

**History Commission**

- 501.700 History Expenses

**Hospitality Initiative**

- 501.450 Name tags & other expense
- 501.451 Coffee & refreshments

*Continues on back*

### **Outreach**

- 501.100 General Assembly
- 501.105 Synod
- 501.110 Presbytery
- 501.120 Deacons' Assistance
- 501.130 Other Mission
- 501.135 House of Bread
- 501.137 MAG-Garrigan's
- 501.140 Youth Mission Trip
- 501.145 Adult Mission Trip Expenses
- 501.150 Presbytery Contributions  
[was in Per Capita]

### **Session**

- 501.950 Per Capita
- 501.955 Officer Supplies/Resources
- 501.957 PNC Expense

### **Worship Coordination**

- 501.260 Organ/Piano Tuning
- 501.900 Choir Expense
- 501.905 Guest Musicians
- 501.910 Music
- 501.915 Children's Choir Music
- 501.920 Choir Robes
- 501.925 Worship Supplies
- 501.926 Sound System
- 501.928 Choir Folders

### **507.910 Flowers**

### **Special Offerings & Events**

- 503.101 Blanket Offering Expense
- 503.102 Joy Offering Expense
- 503.103 OGHS Expense
- 503.104 Peacemaking Expense
- 503.105 Outreach Peacemaking  
[SCPC Expense]
- 503.106 Pentecost Expense
- 503.107 Outreach Pentecost  
[SCPC Expense]
- 503.108 Thank Offering Expense
- 503.110 Habitat for Humanity Exp.
- 503.112 Christmas Eve Offering
- 503.113 House of Bread Expense
- 503.301 Food for All Seasons Exp.
- 503.302 Jubilee Christmas Expense
- 503.304 Outreach VBS Mission
- 503.305 Souper Bowl Expense
- 503.306 CROP Walk Expense
- 503.307 Youth Mission Trip Exp.
- 503.308 CN Spec. Events Exp.
- 503.309 Children's Offering Plate  
Disbursement
- 503.401 Baseball Tickets Sales
- 503.402 Church Fellowship  
Activity Expense
- 503.505 Cimprich Family Benefit Exp.
- 503.801 Wedding Coord. Fees Exp.
- 503.802 Wedding Personnel Fees  
Exp.
- 503.803 Wedding Employer Taxes  
Exp
- 503.951 Monthly Manna Expense

*Note: #501 items budgeted in General Fund;  
#503, 507 items **not** budgeted in General Fund  
[strictly in/out monies].*