COMMITTEE
INFO
CATHY MILNER

1 CORINTHIANS 10:31

So, whether you eat or drink, or whatever you do, do all to the glory of God.

WHO CAN SPEND?

Rule

- Each person in charge of a budgetary fund should be accountable for that fund (i.e., make a written budget request) and be the sole person to authorize disbursement of such fund. (Approved by the Deacon body on 7/26/20).

Committee Chairperson

BUILDING COMMITTEE			
_____, Pastor, Ex-Officio			
_____, Building Committee Chair			
24	Rusty Creel	25	John Bowman
24	Jimmy Lebo	26	Chip McVea
24	Horace Sharp	26	Patrick McNutt
25	Toni Tageant	26	Steve Brindle
25	Dick Parish		

WHAT YOU NEED TO KNOW TO SPEND

- Am I authorized to spend
- The account name and number you are spending from
  - Building Committee example – 2 funds
    - Budget facility maintenance and repairs
    - Designated building fund
- Budget or Designated funds to utilize p/committee
- The budget cap – what is the annual budget for that category?
- How much money remains in the account? You cannot spend money if there is no money left in the account

CHART OF ACCOUNTS / RESPONSIBILITY ASSIGNMENTS

Account	Responsibility Of
600 General Fund	Financial Secretary, Church Administrator, Office Manager
780 Mission Support	
780-80 LBC Cooperative Program	Financial Secretary
780-81 Washington Baptist Assoc.	Financial Secretary
780-83 Bogue Chitto Heights Church	Deacon Chair, Pastor
780-85 Acts 1:8	Financial Secretary
800-0 Ministries and Outreach	
823 Family Ministries and Outreach	Student Pastor
833 Music Ministry	Worship Pastor
834 Adult 55+ Ministries	Associate Pastor
835 Preschool Ministries	Preschool Director, Children's Minister
836 Children's Ministries	Preschool Dir., Children's Min., Student Pastor
837 WMU	WMU Director
838 Transportation	Transportation Chair, Pastor, Student Pastor
839 VBS	Preschool Director, Children's Minister
840 Discipleship Training	Pastor
841 Homebound	Homebound Ministry Director
843 Youth Ministries	Student Pastor
847 Women's Ministries	Team Leader
848 Media Library	Team Leader
849 Children's Camp	Children's Minister

800-00	Programs and Operations	
805	Accounting	Financial Secretary
809	Sound and Equipment	Worship Pastor
815	Vehicle Maintenance & Repairs	Transportation Committee Chair
821	Coffee/Tea	Office Manager
822	Hospitality	Team Leader
825	Handbells	Worship Pastor
826	Senior Singers	Worship Pastor
832	Benevolence	Student Pastor
845	Staff Development	Office Manager
850	Insurance	Team Leader
851	FBC Literature	Sunday School Director
852	Worship Guests & Activities	Church Administrator
853	Newsletter/Bulletin	Office Manager
865	Office Supplies	Office Manager
866	Postage	Office Manager
867	Copier Expense	Office Manager
870	Grounds Maintenance	Building & Grounds Chair, Janitor
871	Facility Maintenance & Repairs	Building & Grounds Chair, Janitor
872	Janitorial Supplies	Office Manager, Janitor

Account		Responsibility Of
873	Kitchen Supplies	Office Manager
880	Telephone/Internet	Office Manager
890	Utilities	Financial Secretary
895	Miscellaneous Expense	Church Administrator
896	Broadcasting	Office Manager
897	Technology	Office Manager
898	Security	Security Chair
899	Fellowship	Church Administrator
900	Online Giving Surcharge	Financial Secretary
Salaries		
317	State Income Tax	Financial Secretary
800	Salaries	Financial Secretary, Deacon Chair, Personnel Chair
802-2	Pastor Expense Account	Financial Secretary, Deacon Chair
802-3	Assoc. Pastor Expense Account	Financial Secretary, Personnel Chair
941	Federal Tax Payment	Financial Secretary

150	Designated	
150-08	Men's Breakfast	Men's Breakfast Director or designee
150-09	Wednesday Night Supper	Wed. Night Supper Director or designee
150-13	Deacons Fund	Deacon Chair
150-16	Singer Singers	Worship Pastor
150-17	Handbells	Worship Pastor
150-18	Fountain Fund	Building & Grounds Chair
150-20	Building Fund	Building & Grounds Chair
150-23	Preschool/Children's Ministries	Children's Minister
150-25	Operation Christmas Child	Mission's Committee Chair
150-33	Georgia Barnette	Financial Secretary
150-34	Senior Adult Ministries	Associate Pastor
150-35	Lottie Moon	Financial Secretary
150-36	Annie Armstrong	Financial Secretary
150-37	PlaySchool	PlaySchool Director
150-40	Youth Ministries	Student Pastor
150-42	Facility Use*	Church Administrator
150-44	Centri Kid	Children's Minister
150-49	Misc. Designated	Financial Secretary
150-50	Benevolence	Pastor, Student Pastor
150-56	Music	Worship Pastor
150-57	Women's Ministries	Women's Ministry Leader

Account		Responsibility Of
150-59	Acts 1:8	Student Pastor, Committee Chair, Pastor
150-62	Discipleship Training	Pastor
150-64	Honduras	Mission's Committee Chair
150-66	Open Door SS Class	Class Secretary or designee
150-67	Circle of Joy SS Class	Class Secretary or designee
150-75	Phase 1 New Sanctuary Fund	Deacon Chair
150-76	Surpluses	Deacon Chair
150-77	Sisters SS Class	Class Secretary or designee
150-78	A.W. Robbins SS Class	Class Secretary or designee
150-79	Armor of Light SS Class	Class Secretary or designee
150-80	Covenant/Mercy House	Mission's Committee Chair

THE COMMITTEE CHAIRPERSON MAY FILL OUT AN AUTHORIZATION FORM (APPENDIX P) FOR EACH PERSON WHO WILL BE DRAWING AGAINST THAT ACCOUNT.

REIMBURSEMENT AUTHORIZATION FORM

The following individuals are hereby authorized to draw against the stated account for the current fiscal year.

Account Name _____ Account Number _____

Person Responsible for this Account:

Name (please print) _____ Signature _____ Date _____

Persons authorized:

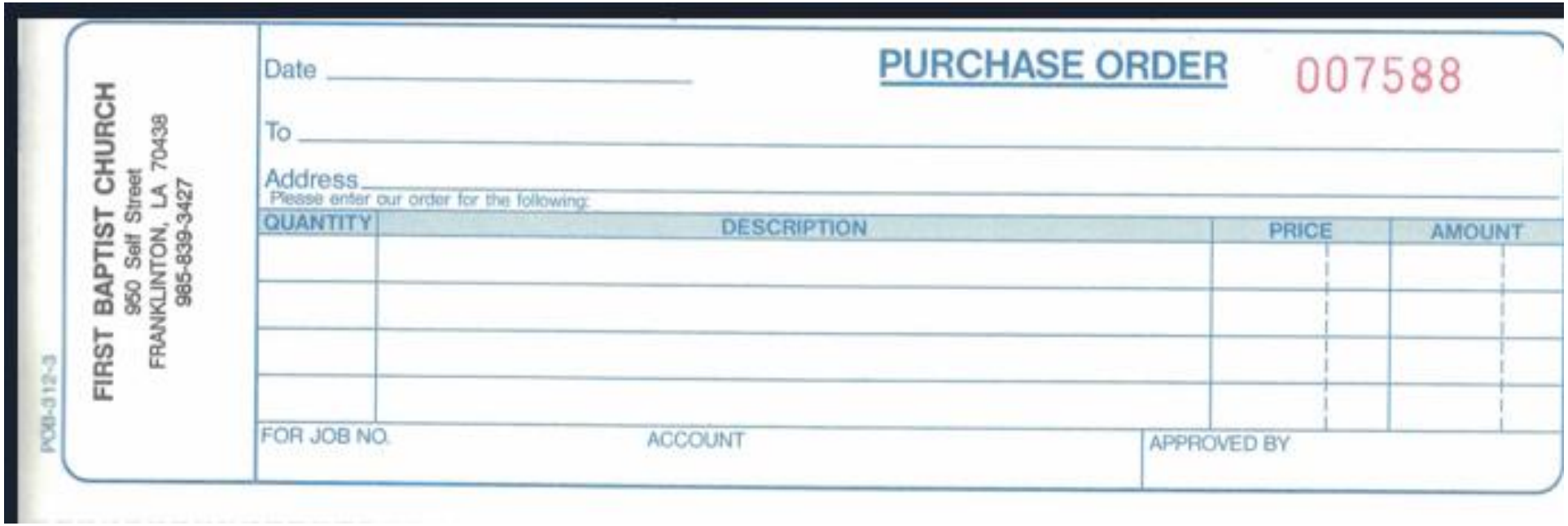
_____

_____

Committee	Budget Account Name	Designated Fund Acount Name
Bereavement		Deacon
Building	Facility Maintenance & Repairs	Building
	Grounds Maintenance	Fountain
Children	Children	Preschool/Children
Finance		
Hospitality	Hospitality	
Insurance	Insurance	
Long Range		
Mission		Acts 1:8
		Covenant House
		Honduras
		Operation Christmas Child
Nominating		
Personnel		
Playschool		Playschool
Preschool	Preschool	Preschool/Children's
Security	Security	
Senior Adult	Adult 55+ Ministries	Senior Adult Ministries
Transportation	Transportation	
	Vehicle Maintenance and Repairs	
VBS	VBS	
Women	Women's Ministry	Women's Ministry
Youth	Youth	Youth

FIRST WAY TO SPEND

- A purchase order (PO) can be used only at Ace, Brook's General Store, Jack Brown's, Seal's Auto, and Wheat's Bldg. Supply



FIRST BAPTIST CHURCH
950 Self Street
FRANKLINTON, LA 70438
985-839-3427

PURCHASE ORDER 007588

Date _____

To _____

Address _____

Please enter our order for the following:

QUANTITY	DESCRIPTION	PRICE	AMOUNT

FOR JOB NO. ACCOUNT APPROVED BY

POB-512-3

PROCESS USING PURCHASE ORDER

- Go to the church office and get a purchase order. Know what fund
- Take the purchase order to the business and make the purchase; get a receipt
- Return to the office and bring the receipt

SECOND WAY TO SPEND

- Check out a credit card

PROCESS OF CHECKING OUT CREDIT CARD

- Go to the church office and check out a card
- Take the card to the business, make the purchase, and get a receipt
- Return the card and the receipt to the church as soon as possible

Walmart
Save money. Live better.

(813) 932-0562
Manager COLLEEN BRICKEY
8885 N FLORIDA AVE
TAMPA FL 33604

ST# 5221 OP# 00001061 TE# 06 TR# 05332

BREAD	007225003712	F	2.88	N
BREAD	007225003712	F	2.88	N
GV PNT BUTTR	007874237003	F	3.84	N
GV PNT BUTTR	007874237003	F	3.84	N
GV PNT BUTTR	007874237003	F	3.84	N
GV PNT BUTTR	007874237003	F	3.84	N
GV PARM 16OZ	007874201510	F	4.98	O
GV CHNK CHKN	007874206784	F	1.98	N
GV CHNK CHKN	007874206784	F	1.98	N
12 CT NITRIL	073191913822		2.78	X
FOLGERS	002550000377	F	10.48	N
SC TWIST UP	007874222682	F	0.84	X
EGGS	060538871459	F	1.88	O
	SUBTOTAL		46.04	
TAX 1	7.000 %		0.26	
	TOTAL		46.30	
	DEBIT TEND		46.30	
	CHANGE DUE		0.00	

EFT DEBIT PAY FROM PRIMARY
ACCOUNT : 5259
46.30 TOTAL PURCHASE
PAYMENT DECLINED DEBIT NOT AVAILABLE
11/06/11 02:21:54

EFT DEBIT PAY FROM PRIMARY
ACCOUNT : 5259
46.30 TOTAL PURCHASE
REF # 131000195280
NETWORK ID. 0071 APPR CODE 297664
11/06/11 02:22:54

ITEMS SOLD 13

TC# 0432 2121 1542 2401 9590

Layaway is back for Electronics,
Toys, and Jewelry. 10/17/11-12/16/11
11/06/11 02:22:59

THIRD WAY OF SPENDING-CHECK REQUISITION

CHECK REQUISITION FORM

FIRST BAPTIST CHURCH OF FRANKLINTON
950 SELF STREET
FRANKLINTON, LA 70438

Requested By: _____.
Name (Please Print)

_____.
Signature

Date: _____

Account Name: _____

Account Number: _____

These funds are: (check one)

- ☐ Budget Funds
- ☐ Designated Funds

CHECK MADE PAYABLE TO: _____
Address: _____
_____

- Please attach all available documentation (i.e.: receipts, invoices).
- Must include address if check is for reimbursement.
- Must include IRS Form W-9 if check is for payment of services to an individual.

AMOUNT: _____

Purpose/additional information: _____
_____
_____
_____
_____

METHOD OF PAYMENT

Mailed: ☐

Hold for Pick Up: ☐

PROCESS USING CHECK REQUISITION

- Go to the church and complete a check requisition.
- After the check is cut, you may take it and make your purchase. If you choose the option of the check being mailed, I will process the check and mail it.

FOURTH WAY OF SPENDING

ONLINE
CHECK REQUISITION

Go to the following website:

https://fbcfranklinton.breezechms.com/form/52f10c

Fill out the form completely and click on the submit button

Check Request Form

Please fill out this form to request a check from FBC Franklinton.

Email *
This address will receive a confirmation email

Person Requesting Check *

First Name

Last Name

Date of Request *

Check to be written to: *

Method of Pickup: *

- [ ] By Mail
- [ ] Pick up at Church Office during business hours

If Mailing, please list address to mail to: *

Street Address

City -- Zip

Amount Requested: *

Purpose of the check: *

Due date: *

Type of Funds: *

- ○ Budget Funds
- ○ Designated Funds

Account Name: *

Account Number: *

Check Approval & Notes:

Please email all available documentation ie: receipts, invoices to finance@fbcfranklinton.org

Must include address if the check is for reimbursement

Must include IRS Form W-9 if the check is for payment of services to an individual.

Submit