



Denver United Methodist Church

3910 N Hwy 16, PO Box 661

Denver, NC 28037

Phone: (704) 483-1601

Email: finance@denverumc.org

CHECK REQUEST/REIMBURSEMENT FORM

*All receipts **MUST** be stapled to the back of this form to receive reimbursement. Completed forms with receipts should be placed in Cameron Wilson's mailbox. Please allow up to 14 days for your check to be issued/mailed.*

Check should be made payable to: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Description of Expense:

Submitted by: _____ Date: ____/____/____

BUDGETED FUNDS to be used (see back for list):

Fund Name: _____ Acct#: _____

Fund Name: _____ Acct#: _____

Fund Name: _____ Acct#: _____

Amount to debit
each fund listed:

\$
\$
\$

RESTRICTED FUNDS to be used:

Fund Name: _____

Fund Name: _____

Fund Name: _____

Amount to debit
each fund listed:

\$
\$
\$

TOTAL REQUESTED: \$ _____

<u>Administration</u>	<u>Fund #</u>	<u>Ministry</u>	<u>Fund #</u>
Office Supplies & Furniture	201	Discipleship Ministries	501
Bank & Merchant Service Fees	202	Background Checks & Safe Sanctuary	508
Postage & Shipping	204	Regional/International Missions	510
Copier Lease & Usage	205	Helping Hands	512
Marketing	206	Just Older Youth	514
Technology & Livestream	207	Counseling & Support Ministries	516
		Worship & Graphic Design Supplies	517
<u>Compensation</u>	<u>Fund #</u>	Choir Supplies	518
Church Salaries	300	Worship/Music Equipment Maintenance	519
Senior Pastor Travel	307	Children's Ministry	521
Other Travel	309	Youth Ministry	522
Senior Pastor Continuing Education	310	Local Missions	529
Other Education	312		
Payroll Taxes	313	<u>Maintenance</u>	<u>Fund #</u>
Payroll & HR Fees	314	Electric	601
Minister Pension Expense	315	Water	602
Pastoral Housing Expense	316	Telephone & Internet	603
Pastoral Staff Health Insurance	317	Operating (Set) Expenses	604
Non-Pastoral Staff Health Insurance	318	Repairs, Maintenance & Projects	605
Matching 401(k) Funds	319	Lawn Maintenance	606
Staff Bonuses	320	Insurance (All Types)	608
Additional Insurance Benefits	321	Janitorial & Pantry Supplies	609
		Church Security	610
<u>WNC Conference Apportionments</u>	<u>Fund #</u>	Automobile Maintenance & Repair	611
District Congregational Vitality	403		
District Administery Fund	404	<u>Non-Operating Expense</u>	<u>Fund #</u>
District Support Fund	405	Capital Reserve Fund	703
Conference Support & Admin Fund	406		
Equitable Comp Fund	407		
Connectional Ministry Support	408		
Episcopal Fund	409		
Africa University Fund	410		
Black College Fund	411		
General Admin Fund	412		
Inter Coop Fund	413		
Ministerial Education Fund	414		
World Service Fund	415		