



# Grace Lutheran Church

1979 Ridge Road (P.O. Box 924)  
Grass Valley, CA 95945  
530-273-7043  
530-273-4206 FAX  
www.gracelutherangv.org

## Disbursement Voucher

Use this form to request checks and to authorize expenditures.

Payee: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Amount \$ \_\_\_\_\_

City, ST ZIP \_\_\_\_\_

Distribution:  Mail to address above  Library Mailbox  Other: \_\_\_\_\_

Notify Payee when check is available:  Text Msg.: \_\_\_\_\_  email: \_\_\_\_\_

Purpose of expenditure: \_\_\_\_\_

General Fund \$ \_\_\_\_\_ Account # \_\_\_\_\_ See back of form for listing.

Designated Fund \$ \_\_\_\_\_ Project Name: \_\_\_\_\_

Restricted Fund \$ \_\_\_\_\_ Fund Name: \_\_\_\_\_

(Cemetery, Kitchen, Parking Lot, Youth, Men's Ministry, Reserves, Memorials: \_\_\_\_\_)

Person's Name

### Approvals:

Requestor: \_\_\_\_\_  
Print Name

Authorized By: \_\_\_\_\_  
Ministry Manager

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

### Attention:

- Fully complete sections above. **Incomplete forms will be returned to Requestor.**
- Attach receipts, invoices and any supporting documentation.
- **Note: 'Payee' and 'Requestor' may be the same person**  
**'Authorized By' cannot be the same person as 'Payee' or 'Requestor'**
- Check runs are mid-month & end-of-month. Check here if urgent, for expedited handling
- Place completed form in Treasurer's inbox.
- Download the new Disbursement Voucher (DV): [gracelutherangv.org/resources.html#memberRes](http://gracelutherangv.org/resources.html#memberRes)

Office Use

Treasurer's Review & Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Posting period: \_\_\_\_\_  Same period as Date above

Classes of Funds: (required)

- **General Fund** – Ministry Manager to check that budget funds are available for this expenditure.
- **Designated Fund** - Specify the project name.
- **Restricted Fund** - Specify the fund name
  - Cemetery                      Memorials (specify name)
  - Kitchen Fund                  Parking Lot
  - Men's Ministry                Youth

**General Fund Account numbers**

7200 · EDUCATION MINISTRIES

- 7210 · Adult Bible Study
- 7230 · Church Library
- 7240 · Conventions/Education- Lay
- 7250 · Lutheran Witness
- 7260 · Portals of Prayer
- 7270 · Sunday School
- 7280 · Training Lay Leaders

7400 · ELDER MINISTRIES

- 7410 · Altar Guild Supplies
- 7460 · Elder Support
- 7465 · Guest Pastor
- 7466 · Guest Pastor Mileage Reimbursement
- 7480 · Worship Supplies

7600 · FELLOWSHIP MINISTRIES

- 7610 · Annual Picnic
- 7620 · New Member Dinner
- 7640 · Fellowship
- 7650 · Flowers & Plants
- 7655 · Light of Grace
- 7660 · Memorial Expenses

7800 · FINANCIAL & BUSINESS

- 7805 · Bank Svc Charge/Returned Checks
- 7806 · Fees and Dues
- 7810 · Bookkeeper
- 7820 · Computer Software
- 7821 · Computer Tech Support
- 7825 · Convention Assessment
- 7830 · DSL Expenses
- 7835 · First Aid Equip & Training
- 7840 · Liability Insurance
- 7845 · Mileage Reimbursement (Lay)
- 7850 · Offering Envelopes
- 7852 · Office Equipment
- 7853 · Office Supplies
- 7854 · Office Equip Repairs & Maintenance
- 7860 · Payroll Expenses
- 7861 · Payroll Taxes
- 7870 · Pledge Program
- 7875 · Postage
- 7880 · Savings/Contingency
- 7885 · Admin Assistant Salary

- 7890 · Telephone
- 7898 · Workers Compensation Insurance

8000 · MUSIC MINISTRIES

- 8010 · Choir Director Services
- 8015 · Choir Music & Supplies
- 8040 · Guest Organist
- 8050 · Organist's Salary
- 8060 · 2<sup>nd</sup> Service
- 8061 · 2<sup>nd</sup> Service Music Director

8200 · OUTREACH MINISTRIES

- 8201 · Assisted Living Ministry
- 8205 · Lutheran Hour
- 8208 · New Member Education
- 8210 · Publicity & Signs
- 8211 · High School Hangout
- 8215 · Vacation Bible School

8249 · Missions

- 8249-1 · District Tithe
- 8249-2 · Foothill Mission Society
- 8249-6 · LCMS World Missions

8250 · Social Ministries

- 8250-1 · EAC of GV
- 8250-2 · Interfaith Food Ministry
- 8250-4 · Hospitality House
- 8250-5 · Lutheran Social Services
- 8250-9 · Other Social Ministries

8400 · PASTORAL SUPPORT

- 8405 · Automobile Allowance
- 8410 · Concordia Disability Insurance
- 8411 · Concordia Health Plan
- 8412 · Concordia Retirement Plan
- 8420 · Conferences & Workshops
- 8425 · Continuing Education
- 8440 · Housing Allowance
- 8445 · Misc. Pastoral Support
- 8460 · Pastor's Salary

8600 · PROPERTIES MINISTRIES

- 8620 · Cemetery (Restricted Funds)
- 8630 · Custodial Supplies
- 8636 · Custodial Services
- 8650 · Maintenance Reserve
- 8660 · Property & Fire Taxes
- 8663 · Property Insurance
- 8670 · Capital Improvements
  - 8670-01 · Sanctuary Upgrade
- 8675 · Repairs & Maintenance
- 8680 · Security
- 8690 · Utilities

8800 · YOUTH MINISTRIES

- 8810 · Youth Ministry