



Grove United Methodist Church
Reimbursements Form v 3/10/2025

Date: _____

Amount: _____

Committee: _____

Budget Line Item # OR Fund #: _____ Date Check Needed: _____

Purpose of Expenditure: _____

Comments: _____

Make Check Payable: _____

Mail to this address: _____

-OR-

Do not mail check but give back to: _____

Person Requesting check: _____

- Please attach invoices, receipts or other supporting documentation
- Find budget line item on the back side of this form.
- Completed form may be placed in Church Treasurer mailbox (in coatroom) or emailed to the Treasurer@GroveChurch.org.
- Approval Requirements (complete before submitting request – electronic signatures accepted):
 - If payment is less than \$250, the Committee Chairperson MUST approve (EXCEPT if payable directly to themselves or a related party such as their spouse or child, then it requires the same approvals as a payment between \$250 and \$1,000).
 - If payment is between \$250 and \$1,000, then Committee Chairperson AND ONE of the following: the Pastor or a Leadership Board Member.
 - If payment is greater than \$1,000, then Committee Chairperson AND TWO of the following: the Pastor or Leadership Board Members.

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Office use: Check Number: _____ Date of check: _____ Initials: _____

Fund Numbers

200 Worship/Creative Arts Fund

202 Flower Fund
204 Food Baskets Fund
206 Drama Ministry Fund
220 Misc. W & CA Fund

300 Congregational Care Fund

302 Our Journey of Hope
304 Nurture Team
320 Misc. CC Fund

400 Mission & Outreach Fund

404 Good Works Fund
406 Rise Against Hunger
408 Disaster Relief
410 Community Dinner
420 Misc. M&O Fund

800 Assistance Fund

802 Member in Need
804 Love Fund

500 Faith Formation Fund

502 VBS
504 Pocono Plateau
520 Misc. FF Fund

600 Youth And Young Adult Fund

602 Summer Camp Scholarship
604 Youth Grocery Fund
606 Youth Mission Blitz
608 Youth Activities Fund
610 Youth Choir Tour
612 ASP Mission Trip
614 Y M Retreats

Budget Numbers

250 Worship & Creative Arts

253 Worship Supplies
255 Tabernacle Choir Supplies
257 Handbell Choir
259 Guest Instrumentalist
261 Organ & Piano Maintenance
263 Drama Ministry
265 Praise Band
267 Rooted Worship
269 Worship Licenses
271 Organ Substitute

350 Congregational Care

351 Our Journey of Hope
353 Nurture Ministry

450 Mission & Outreach

451 Prison Ministries
453 Rise Against Hunger
455 Local Outreach
465 Community Garden
467 CYWA
469 Good Works
479 Safe Harbor – W. Chester
481 Camp Dreamcatcher
483 Laundry Library League

550 Faith Formation

551 Library Books – Christian Education
553 Adult Education Program
555 Pocono Plateau
557 Family Ministries Gen'l Program
559 Christmas Dinner
561 Sports League
563 Children's Education Program

650 Youth and Young Adult

651 Youth ASP
653 Youth Mission Blitz
655 Youth Activities
657 Young Adult Ministries

Building & Facilities Maintenance

1073 Church Unscheduled Maint. & Supplies
1075 Office Maint. & Improvement
1079 Kitchen Supplies/Equipment

1250 Office Administration

1253 Office Supplies

1350 Connection & Communications

1355 Sound & Streaming
300 Fellowship