

TABLE II ITEMIZED WORKSHEET

CHURCH NAME _____

PASTOR _____

THIS ITEMIZED WORKSHEET FOR TABLE II MUST BE BROUGHT WITH YOU TO ANNUAL AUDIT

Charitable TABLE II, LINE #44

TV/Radio/Billboards/Ads	_____
Web Site	_____
Revivals	_____
Tape Ministries	_____
Day Care Centers	_____
Mothers' Day Out	_____
Day Schools	_____
Kindergartens	_____
Flowers	_____
Food/Refreshments	_____
Food Banks	_____
Clothes Closets	_____
Work Camps	_____
Missions Tours	_____
Camp Scholarships	_____
Other Scholarships	_____
Graduation Gifts	_____
LA Now	_____
Newsletters	_____
Youth Retreats/Trips	_____
Scouts	_____
Moving Expense	_____
Social Ministries	_____
Other	_____
TOTAL TABLE II-LINE #44	_____

TABLE II, LINE #55 (Lay Staff)

Dir. Christian Educ.	_____
Secretary	_____
Treasurer	_____
Financial Secretary	_____
Custodian	_____
Organist	_____
Pianist	_____
Choir Director	_____
Child. Choir Dir.	_____
Other Musicians	_____
Groundskeeper	_____
Hostess (Food Ser.Mgr)	_____
Administrator	_____
Nursery Workers	_____
Youth Director	_____
Staff Gifts	_____
Pulpit Supply	_____
Lay Hospitalization	_____
Lay Pension Pymnts.	_____
Lay Social Sec. Pymnts.	_____
Background Checks	_____
Other	_____
TOTAL TABLE II-LINE #55	_____

TABLE II, LINE #56 (Program Expenses)

Education:	
S. S. Literature	_____
S. S. Supplies	_____
Teacher Training	_____
Vac. Bible School	_____
UMYF	_____
Bible Studies	_____
Evangelism:	
Committee Expense	_____
Confirmation Mat.	_____
Missions:	
Education	_____
Interpretation	_____
Religion & Race:	
Social Concerns:	_____
Age Level Expenses:	_____
Worship:	
Upper Rooms	_____
Music Supls. & Exps.	_____
Candles	_____
Children's Church	_____
Communion & Altar	_____
Guild Supplies	_____
Stewardship	_____
Envelopes, Statements	_____
Financial Camp.	_____
Financial Audit	_____
Miscellaneous:	
Conf. Audio/Visual Res.	_____
Films	_____
Tapes	_____
Trng/Wrkshp/Seminars	_____
Lay Members to Conf.	_____
Other	_____
TOTAL TABLE II-LINE #56	_____

TABLE II, LINE #57.a.(Operating)

Routine Property Maintenance:	
Church Buildings	_____
Parsonage	_____
Bus/Van	_____
Lawn Service	_____
Church Utilities:	
Water	_____
Gas (Prop. & Natural)	_____
Electricity	_____
Sewerage Fees	_____
Telephone	_____
Insurance Premiums for:	
Workers' Compensation	_____
Bus/Van/Auto	_____
Liability/D&O	_____
Sexual Misconduct	_____
Office Expense:	
Gen. Supplies (paper, pens, clips, etc.)	_____
Typewriter/Computer/Printer Supplies	_____
Printing/Stationary	_____
Bulletins	_____
Postage	_____
Leased Equip (Short Term)	_____
Other	_____
Total 57.a.	_____

TABLE II, LINE #59 (Capital Expenses)

Pew Bibles	_____
Choir Robes	_____
Office Equipment	_____
Hymnals	_____
Musical Instruments (organs, pianos, etc.)	_____
Kitchen Equipment	_____
Audio-Visual Equip.	_____
Renovations	_____
Heating/AC Equipment	_____
Capital Improvements (furnishings, carpeting, pews, etc.)	_____
Lease/Purchase Agrmnts	_____
Other	_____
(See Line 59 on Instruct. for Table II)	
TOTAL TABLE II-LINE #59	_____

Suggested Guidelines

Use the examples listed above as the general type of expenditures under that column. The many possibilities cannot all be listed. **REMEMBER THAT LINES 48-57.a. COMPRISE THE APPORTIONMENT FORMULA.**

Read the explanations on the Table and also the "What to Do's" before completing.

Line 44 includes those gifts & expenditures made to groups/programs not under another designated column & serving others in addition to the local church.

Line 57 is for only those items specified on Table II explanation. Major expenditures should be placed as one of the items for Line 59.

57.b. Property/Liability Insurance

Total of Property/Liability Insurance on Church Buildings And Parsonage	_____
Total 57.b.	_____

TOTAL TABLE II-LINE #57
(Total Columns 57 a. & b.) _____