

First Unitarian Universalist Church of West Volusia

Budget Codes

Expense Category	Code	Label	Description
1 Programing/Worship	110	Sanctuary Supplies	Decorations, Candles, Altar items...
	111	Music Supplies and Tuning	
	120	Sunday Speakers/Musicians	
	121	Non-Sunday Presenters	Concerts, Special Events
	130	Accompanists	
	140	Sanctuary Electronic Services/Hardware	Electronic equip, microphones, speakers, soundboard, Tech assist, etc.
2 General Administrative	200	Pass-through	To change the form of tender
	210	Office Supplies	Paper, ink, filing supplies, etc.
	220	Utilities - Electric	
	221	Utilities - Water/Sewer/Garbage	
	222	Utilities - Phone	
	223	Internet Monthly Expense	
	224	Zoom®, Office® & Security Expense (Anti-Viral)	Software charges
	230	Postage	
	240	Printing and copying	
	250	Licenses and Fees-FL Inc., etc.	
	260	Property Insurance	
	261	Wind Insurance	
	281	Annual 10% Mortgage Prepayment	
	282	Mortgage Payments	
	290	Administrative Mtg Expenses	Annual Mtg, Board retreats, etc.
3 Religious Education	310	RE Supplies	
	320	RE Youth Hosts	
	321	RE Adult Hosts	
	330	Library	Book purchases

4 Building and Grounds	410	Cleaning Supplies	Used by cleaning crew
	420	Janitorial Service	Cleaning crew fees
	421	Lawn Service	
	430	Repairs & Maintenance	Any work done to existing systems, carpet cleaning, etc.
	440	Improvements	Touch up Painting, décor in Fellowship, etc.
	450	Capital Improvements – Minor	Minor work, fixing door, replacing carpets etc.
	451	Capital Improvements – Major	Major work or additions, replacing Pew seats, replacing light receptacles, electrician or plumbing, etc.
	460	Hospitality -coffee supplies	
5 Membership	510	Membership Supplies	Pins, tags, brochures, directory exp.
	520	Social Events	For fellowship w/o fundraising
	530	Caring/Appreciation Gifts	Cards, flowers, President's gift
	540	Historian	
6 Denominational Affairs	630	UUA Annual Program Fund	Support for UUA (%)
	640	Travel/Training/GA	
7 Community Service	710	Supplies	
	740	Interfaith Kitchen	
	750	Community Service - other	
8 Publicity	810	In-house supplies	Newsletter, announce sheet (offsite ink)
	820	External expenses	Website, advertising
9 Social Justice	910	Supplies	
	920	Dues and Memberships	Supporting other organizations
	930	UU Service Committee	Guest at Your Table, etc.