

(2020)



基約宜道會
New Covenant Alliance Church

Cheque Requisition

Note: All requisitions must be submitted with invoices/receipts and authorized by your department head.

Amount Requested: _____

Date: _____

Payable To: _____

Note: _____

Date	Particulars (Purchased from, Items)	Code	Amount (including HST)	HST

Requested By: _____
(PRINT NAME: _____)

Approved By: _____
(PRINT NAME: _____)

For Finance Department:

Cheque #: _____

Initial: _____

Date: _____

CODE	Categories	Primary	Secondary
Chinese Ministry			
5001	Chinese Sunday School	Francis Lee	Ricky Leung
5003	Chinese Resource Center	June Ye	Francis Lee
5005	Chinese Training/Follow-up	Francis Lee	Ricky Leung
5010	Chinese Choir	Emily Tsui	Francis Lee
5013	Chinese Worship - Honorarium	Rev. Simon Sit	Francis Lee
5015	Chinese Worship - Other	Emily Tsui	Francis Lee
5017	Chinese Ministry Team	Francis Lee	Ricky Leung
5020	Joint MSG	Gray Xu	Ricky Leung
5022	Canaan Fellowship	Elaine Kong	Gary Xu
5029	Chinese Fellowship Dept	Gray Xu	Ricky Leung
5040	Chinese Outreach	Eric Poon	Francis Lee
5141	Chinese Caring	Louisa Lau	Francis Lee

English Ministry			
5004	English Sunday School	Victoria Kwok	Michael Huynh
5012	English Worship - Honorarium	Rev. Simon Sit	Michael Huynh
5014	English Worship	Enoch Chan	Michael Huynh
5019	English Ministry Team	Victoria Kwok	Michael Huynh
5024	F.O.G./Teens - English Speaking	Rev Vinson	Michael Huynh
5025	English Discipleship Training and resources	Rev Vinson	Michael Huynh
5028	English Small Group	David Tong	Michael Huynh
5041	English Outreach	Victoria Kwok	Michael Huynh
5142	English Caring	David Tong	Michael Huynh

Children Ministry			
5002	Children Discipleship	Francis Lee	Ricky Leung
5009	Children Worship	Francis Lee	Ricky Leung
5006	Children Outreach	Francis Lee	Ricky Leung
5007	Children Fellowship	Francis Lee	Ricky Leung
5008	Children Caring	Francis Lee	Ricky Leung
5011	Children Ministry Team	Francis Lee	Ricky Leung

General Church Activities			
5016	Church Wide Activities	Francis Lee	Michael Huynh

CHURCH FINANCE & REGULATORY EXPENSES			
5080	Legal Fee	Ricky Leung	Francis Lee
5081	Audit Fee	Ricky Leung	Francis Lee
5180	Miscellaneous	Ricky Leung	Francis Lee
5181	Bank service charges	Ricky Leung	Francis Lee

CODE	Categories	Primary	Secondary
CHURCH ADMIN/OFFICE			
5032	Building Maintenance	Tim Lai	Michael Huynh
5062	Staff Expenses - Other Expenses	Tim Lai	Michael Huynh
5070	Stationery/Letterhead/Envelopes	Tim Lai	Michael Huynh
5071	Printing	Tim Lai	Michael Huynh
5090	Office phones	Tim Lai	Michael Huynh
5091	Postage	Tim Lai	Michael Huynh
5092	Insurance	Tim Lai	Michael Huynh
5093	IT expenses	Tim Lai	Michael Huynh
5100	Advertising/Promotion	Tim Lai	Michael Huynh
5101	Gift to Church/Para-Church	Tim Lai	Michael Huynh
8001	Purchases	Tim Lai	Michael Huynh

PROFESSIONAL DEVELOPMENT & LEADERSHIP TRAINING			
5060	Consulting, Staff Conference and Training	Francis Lee	Ricky Leung
5061	Lay Leadership training	Francis Lee	Ricky Leung
5182	Support on Para-Churches	Francis Lee	Ricky Leung

SHORT-TERM MISSIONS			
6002	Short Term Mission (C&MA sponsored)	Tim Kwok	Ricky Leung
6003	Short Term Mission (non C&MA sponsored)	Tim Kwok	Ricky Leung

MISSION			
5230	Mission Admin Expense	Tim Kwok	Ricky Leung
6010	Global Advance Fund	Tim Kwok	Ricky Leung
6011	C&MA designated specials	Tim Kwok	Ricky Leung
6012	C&MA District Operating Budget	Tim Kwok	Ricky Leung
6013	C&MA Canadian Ministries	Tim Kwok	Ricky Leung
6014	C&MA Multicultural Association	Tim Kwok	Ricky Leung
6015	Ambrose/IBVIE support	Tim Kwok	Ricky Leung
6016	Non-C&MA ministries	Tim Kwok	Ricky Leung

COMMUNITY SERVICES FUND			
5018	V.B.S.	Francis Lee	Ricky Leung
5602	Gym	Tim Kwok	Ricky Leung

LOVE FUND			
5140	Love fund expense	Francis Lee	Ricky Leung

BUILDING REPAIR FUND			
7051	Building Repair Fund Expense	Michael Huynh	Francis Lee