

MEN OF MUSIC EXPENSE VOUCHER

Check one box only

1. Please issue a check to person/organization below
 Please issue a Purchase Order
 Cash Advance Deposit / Revenue
 This expense was charged directly to the
Men of Music / Music Society / MCFTA

2. Amount: _____
Payable to / Charged at (include address if possible):

3. Requested by: _____
Telephone: _____
Special Instructions _____

Please attach receipts, invoices, or other documentation.

4. Date of expenditure: _____
Activity is the expense for (what budget department is this to be charged to — see list of departments on back.)

What was this expenditure for? (see list of accounts on the reverse side):

Authorized by :

For
Office
Use

Department— Account

33-1 _ - _ _ _ _

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33-1 _ - _ _ _ _

List of Activities (Who) and Accounts (What Budget)

Activity (Who):

33—10 GENERAL

- 33—11 CHRISTMAS CONCERT
- 33—12 SPRING SHOW
- 33—13 DIRTY DOZEN
- 33—14 CHORUS
- 33—15 AFTERGLOW
- 33—16 DISTRICT SING

33—19 SOCIAL EXPENSES

What budget the income is for:

- 2100--ACCOUNTS PAYABLE
- 3111--PUBLIC SUPPORT
- 3112--CORPORATE SUPPORT
- 3113--FOUNDATION SUPPORT
- 3500--ADMISSIONS
- 3501--TUITION
- 3510--TAXABLE SALES
- 3511--NON-TAXABLE SALES
- 3520--SERVICE INCOME
- 3590--WITHDRAWAL FROM ENDOWMENT
- 3591--TRANSFERS IN

What budget the expense is for:

- | | |
|-------------------------------------|-------------------------------------|
| 4100--SALARIES | 6200--LEGAL EXPENSE |
| 4101--WAGES | 6250--LIGHTING |
| 4102--VACATION PAY | 6310--LOSS ON DISPOSAL |
| 4120--LONGEVITY | 6350--MAINTENANCE-EXHIBITS |
| 4200--FICA | 6400--MAINTENANCE AND REPAIRS |
| 4230--HEALTH INSURANCE | 6450--MAKE UP |
| 4240--WORKMEN'S COMP. INSURANCE | 6500--MISCELLANEOUS EXPENSE |
| 4245--UNEMPLOYMENT INSURANCE | 6550--OCCUPANCY EXPENSES |
| 4250--DISABILITY INSURANCE | 6600--OFFICE SUPPLIES |
| 4260--TUITION REIMBURSEMENT | 6605--OPERATING SUPPLIES |
| 4270--OTHER BENEFITS | 6700--PIANO TUNING AND REPAIR |
| 5050--ACCOMPANIST/SPEAKER/ARTIST | 6850--PHOTO EXPENSE |
| 5051--ARTIST | 6900--POSTAGE AND UPS |
| 5100--ADVERTISING GENERAL | 6950--PRINTING GENERAL |
| 5101--ADVERTISING NEWSPAPER | 6951--PRINTING PRGRM/PSTRS/CTLGS |
| 5102--ADVERTISING RADIO | 6952--PRINTING LABELS |
| 5103--ADVERTISING T.V. | 6953--PRINTING TICKETS |
| 5150--ADVERTISING PUBLIC SUPPORT | 7050--PROFESSIONAL FEES |
| 5250--BANK FEES AND SERVICE CHARGES | 7055--PROGRAM DEVELOPMENT |
| 5400--COST OF GOODS SOLD | 7060--PROPS |
| 5450--COMPUTER OPERATION EXPENSE | 7100--RENT EXPENSE |
| 5500--CONFERENCE AND CONVENTIONS | 7200--ROYALTIES |
| 5600--CONTRACTED SERVICES | 7300--SCHOLARSHIPS / AWARDS / GIFTS |
| 5650--COPY EXPENSE | 7350--SCRIPTS AND SCORES |
| 5700--COSTUMES | 7360--SERVICE CONTRACTS |
| 5750--CUSTODIAL SUPPLIES | 7370--SETS |
| 5860--DEPRECIATION EXPENSE | 7400--SHIPPING AND TRANSPORTATION |
| 5900--DUES AND SUBSCRIPTIONS | 7450--SOUND |
| 5910--EDUCATIONAL SUPPLIES | 7500--TELEPHONE |
| 5920--EXHIBIT INSTALLATION | 7550--TRAVEL / MILEAGE |
| 5950--FUND RAISING EXPENSE | 7650--UTILITIES-GAS/WATER/ELEC/MISC |
| 6000--HOUSING AND GUEST EXPENSE | 7800--WATER TREATMENT |
| 6050--HOSPITALITY | 7840--WORKSHOPS |
| 6100--INSURANCE | 8000--CAPITAL OUTLAY |
| 6150--LAUNDRY | 8500--TRANSFER OUT |

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