

**VIRGINIA STATE COUNCIL
KNIGHTS OF COLUMBUS
Expense Voucher**

Submitted by	
Payable to	
Send to	
Street Address	
City, State, Zip	

Date	Description of Expense		Amount
GRAND TOTAL EXPENSE			0.00

***** DO NOT MAKE ANY ENTRIES BELOW THIS LINE *****

Expense Category	Acct #	Amount	Expense Category	Acct #	Amount
Activity Expenses			Administrative Expenses		
Fraternal Activity Expense	6101		Bond Fees	6501	
Church Activity Expense	6102		Computer Equipment	6502	
Community Activity Expense	6103		Office and Computer Supplies	6503	
Council Activity Expense	6104		CPA Audit Expense	6504	
Family Activity Expense	6105		Director Expense	6505	
Youth Activity Expense	6106		Executive Secretary Mileage	6506	
Squire/Squire Rose Expense	6107		Mass Cards for Deceased Members	6507	
			Fraternal Supplies	6508	
Major Events			Liability Insurance	6509	
Installation Dinner Expense	6201		Newsletter Expense	6510	
Mid Year Dinner Dance Expense	6202		Postage Expense	6511	
Columbus Day Celebration	6203		Printing Expense	6512	
			Miscellaneous Expense (details required below)	6513	
State Meeting Expenses			State Officer Mileage	6514	
DD Pre-Org	6301		Telephone Expense	6515	
Meeting Expense	6302		Sweepstakes Expenses	6516	
Meals	6303		Sweepstakes Payouts	6517	
Lodging	6304		Bank Fees	6518	
State Meeting Hospitality Room	6305		Web Fees	6519	
			Donation Expense	6520	
State Convention Expenses			Fraternal Congress Meeting	6521	
Mileage and Per Diem Expense	6401		Training Material	6522	
Other State Convention Expenses	6402		Strategic planning	6523	
			Server rental and data back-up	6524	
Supreme Convention Expense	6700		Non server computer expenses	6525	
			Uncategorized Expenses	6999	
Membership Expenses			Other		
New Council Donation	6601		Contributions to Capital Fund	7000	
Membership Material	6602		Contributions from Sweepstakes	7001	
Membership Incentives	6603		Donations From Restricted Fund	8000	
			PKD Fund	8100	
			PKD Vocation Grants	8101	
			Fr. Bader Fund	8200	
			Fr. Bader Scholarship Grant	8201	
			Disaster & Donation Fund	8300	
			Disaster & Donation Grant	8301	
GRAND TOTAL EXPENSE >>>>>>>>					0.00

Memo: Description of Miscellaneous Expense:	
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State Secretary Approval		Date		Voucher #	09-
State Deputy Approval		Date			
State Treasurer Action		Date		Check #	