

# EXPENSE VOUCHER

## ROCKY MOUNTAIN DISTRICT

### Barbershop Harmony Society

DATE	DESCRIPTION and PURPOSE of EXPENSE	BUDGET CATEGORY (If Known)	AMOUNT
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>TOTAL CLAIM</b>			\$

**EXPENSE INCURRED BY:**

**APPROVED BY:**

Print Name (Please Print Legibly) \_\_\_\_\_ Date \_\_\_\_\_

Signature of RMD Officer \_\_\_\_\_ Date \_\_\_\_\_

Check Payable To \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

**--- For Treasurer's Use ---**

Date Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Phone \_\_\_\_\_

**NOTE:** As of 4/2023, RMD mileage is reimbursed at the rate of \$0.35/mile.

Attach receipts and other supporting documentation behind this form.

Account	Type	Income Tax Line
ASSETS	Bank	<Unassigned>
1000 BANK ACCOUNTS	Bank	<Unassigned>
1030 WELLS FARGO CHECKING	Bank	<Unassigned>
Bus.Platinum Debit Card - 8006	Bank	<Not tax related>
1035 WELLS FARGO CHEC...	Bank	<Unassigned>
1040 WELLS FARGO SAVINGS	Bank	<Unassigned>
1045 WELLS FARGO SAVIN...	Bank	<Unassigned>
1050 YOUTH & EDUCATION FU...	Bank	<Unassigned>
1060 Youth & Education Savings	Bank	<Unassigned>
1065 Youth & Ed Savings INT	Bank	<Unassigned>
1200 ACCOUNTS RECEIVABLE	Accounts Receiva...	<Unassigned>
1210 Eventbrite Receivables	Accounts Receiva...	<Unassigned>
1220 RMD Receivables Hotel	Accounts Receiva...	<Unassigned>
UNDEPOSITED FUNDS	Other Current Asset	<Unassigned>
1300 FIXED ASSETS	Fixed Asset	<Unassigned>
1310 Business Property - Equip	Fixed Asset	<Unassigned>
1320 BBS Store Inventory	Fixed Asset	<Unassigned>
1500 OTHER ASSETS	Other Asset	Pt X B/S-Assets: Other Assets
ACCOUNTS PAYABLE	Accounts Payable	<Unassigned>
Credit Card at Wells Fargo Ban	Credit Card	<Unassigned>
Brett Foster-0057	Credit Card	<Unassigned>
Pasco W Scarpella	Credit Card	<Unassigned>
Jim Campbell	Credit Card	<Unassigned>
LIABILITIES	Other Current Lia...	<Unassigned>
2000 Accounts Payable	Other Current Lia...	<Unassigned>
2100 Credit Card Accounts	Other Current Lia...	<Unassigned>
2015 Chase Visa	Other Current Lia...	<Unassigned>
2125 WFB Credit Card	Other Current Lia...	<Unassigned>
Brett Foster - 0057	Other Current Lia...	<Unassigned>
Pasco Scarpella -5419	Other Current Lia...	<Unassigned>
Jim Campbell - 3891	Other Current Lia...	<Unassigned>
2200 Other Current Liabilities	Other Current Lia...	Pt X B/S-Liabs: Other liabilities
2235 Youth Chorus Sponsor Pend	Other Current Lia...	<Unassigned>
Payroll Liabilities	Other Current Lia...	<Unassigned>
EQUITY	Equity	<Unassigned>

Account	Type	Income Tax Line
3000 Retained Earnings	Equity	<Unassigned>
3100 Youth/Chor Spon Designated	Equity	<Unassigned>
3200 Youth/ Educ Designated	Equity	<Unassigned>
Opening Balance Equity	Equity	<Unassigned>
Unrestricted Net Assets	Equity	<Unassigned>
INCOME	Income	<Unassigned>
4000 Designated Contributions	Income	<Unassigned>
4005 AMAZON SMILE DONATIO...	Income	<Unassigned>
4010 Donor's Choice Funds RMD	Income	<Unassigned>
4015 BHS Donations	Income	<Unassigned>
4020 Members/Chapter Donations	Income	<Unassigned>
4025 Harmony Foundation Grant	Income	<Unassigned>
4030 Undesignated Donations	Income	<Unassigned>
4035 Member/Chapter Donati...	Income	<Unassigned>
4040 Pledge Income	Income	<Unassigned>
4050 Dues Income	Income	<Unassigned>
4060 BBStore Sales Income	Income	<Unassigned>
4070 in-Kind Donations	Income	<Unassigned>
4080 Miscellaneous	Income	<Unassigned>
EVENTS iNCOME	Income	<Unassigned>
4200 RM/HARMONY COLLEGE	Income	<Unassigned>
4210 Tuition / Registrations	Income	<Unassigned>
4215 Early Bird	Income	<Unassigned>
4220 Regular	Income	<Unassigned>
4225 Youth	Income	<Unassigned>
4250 Meals	Income	<Unassigned>
4260 Show Ticket Sales	Income	<Unassigned>
4270 Property	Income	<Unassigned>
4280 Miscellaneous	Income	<Unassigned>
4300 FALL CONVENTION	Income	<Unassigned>
4310 ALL EVENTS REGISTR...	Income	<Unassigned>
4311 EARLY BIRD	Income	<Unassigned>
4312 Member	Income	<Unassigned>
4313 Student / Youth	Income	<Unassigned>
4314 Significant Oth...	Income	<Unassigned>

Account	Type	Income Tax Line
4315 Non Member	Income	<Unassigned>
4316 Regular	Income	<Unassigned>
4317 Member	Income	<Unassigned>
4318 Student Youth	Income	<Unassigned>
4319 Signiflcant Oth...	Income	<Unassigned>
4320 Non Member	Income	<Unassigned>
4321 WALK-IN / DOOR	Income	<Unassigned>
4322 Member	Income	<Unassigned>
4323 Student / Youth	Income	<Unassigned>
4324 Significant Oth...	Income	<Unassigned>
4325 Non Member	Income	<Unassigned>
4330 SINGLE EVENT TI...	Income	<Unassigned>
4340 FAMILY PACK	Income	<Unassigned>
4350 MEALS	Income	<Unassigned>
4360 CIVIC CONTRIBUT...	Income	<Unassigned>
4370 Loding	Income	<Unassigned>
4400 LEADERSHIP ACADEMY/ ...	Income	<Unassigned>
4410 Tuition	Income	<Unassigned>
4420 Meals	Income	<Unassigned>
4500 CDD/CDWI	Income	<Unassigned>
4510 Tuition	Income	<Unassigned>
4520 Meals	Income	<Unassigned>
4600 YOUTH & EDUCATION	Income	<Unassigned>
INDIRECT PUBLIC SUPPORT	Income	<Unassigned>
United Way, CFC Contributions	Income	<Unassigned>
INVESTMENTS	Income	Pt VIII-Other Revenue: Sales of securi...
Interest-Savings, Short-term CD	Income	<Unassigned>
OTHER TYPE OF INCOME	Income	Pt VIII Col(B)-Related/exempt: (B) Mis...
Miscellaneous Income	Income	<Unassigned>
PRE-PAID EXPENSES	Income	<Unassigned>
PROGRAM INCOME	Income	<Unassigned>
Membership Dues	Income	<Unassigned>
Program Service Fees	Income	Pt VIII-Program Service Revenue: (B)-...
TOTAL INCOME	Income	<Unassigned>
Reconciliation Discrepancies	Expense	<Unassigned>

Account	Type	Income Tax Line
EXPENSES	Expense	<Unassigned>
5000 GENERAL OPERATIONS	Expense	<Unassigned>
5050 Future Conv & Visitations	Expense	<Unassigned>
5051 Airfare	Expense	<Unassigned>
5052 Lodging	Expense	<Unassigned>
5053 Meals	Expense	<Unassigned>
5054 Mileage & Tolls	Expense	<Unassigned>
5055 Parking	Expense	<Unassigned>
5100 PRESIDENT & ADMIN	Expense	<Unassigned>
5105 Board & Ops Expenses	Expense	<Unassigned>
5106 Board Mileage	Expense	<Unassigned>
5110 MIDWINTER	Expense	<Unassigned>
5111 Airfare	Expense	<Unassigned>
5111.2 Baggage Fee	Expense	<Unassigned>
5111.5 Parking	Expense	<Unassigned>
5112 Mileage & Tolls	Expense	<Unassigned>
5113 Lodging	Expense	<Unassigned>
5114 Per Diem	Expense	<Unassigned>
5115 INTERNATIONAL	Expense	<Unassigned>
5116 Airfare	Expense	<Unassigned>
5116.5 Parking	Expense	<Unassigned>
5117 Mileage & Tolls	Expense	<Unassigned>
5118 Lodging	Expense	<Unassigned>
5119 Per Diem	Expense	<Unassigned>
5120 LEADERSHIP SUMMIT	Expense	<Unassigned>
5121 Airfare	Expense	<Unassigned>
5121.5 Parking	Expense	<Unassigned>
5122 Mileage & Tolls	Expense	<Unassigned>
5123 Lodging	Expense	<Unassigned>
5124 Per Diem	Expense	<Unassigned>
5125 OFFICER VISIT INSTA...	Expense	<Unassigned>
5126 Airfare	Expense	<Unassigned>
5126.5 Parking	Expense	<Unassigned>
5127 Mileage & Tolls	Expense	<Unassigned>
5128 Lodging	Expense	<Unassigned>

Account	Type	Income Tax Line
5129 Per Diem	Expense	<Unassigned>
5130 CHAPTER COUNSELOR	Expense	<Unassigned>
5131 Airfare	Expense	<Unassigned>
5131.5 Parking	Expense	<Unassigned>
5132 Mileage & Tolls	Expense	<Unassigned>
5133 Lodging	Expense	<Unassigned>
5134 Per Diem	Expense	<Unassigned>
5135 SPECIAL REIMBURSE...	Expense	<Unassigned>
5140 OFFICER RETREAT	Expense	<Unassigned>
5141 Venue	Expense	<Unassigned>
5142 Mileage & Tolls	Expense	<Unassigned>
5142.5 Air Fare	Expense	<Unassigned>
5142.51 Parking	Expense	<Unassigned>
5143 Lodging	Expense	<Unassigned>
5144 Meals	Expense	<Unassigned>
5144.5 Per Diem	Expense	<Unassigned>
5145 AWARDS	Expense	<Unassigned>
5146 BOTY	Expense	<Unassigned>
5147 RMD Contest	Expense	<Unassigned>
5148 HOF	Expense	<Unassigned>
5150 BANK FEES	Expense	<Unassigned>
5155 BBSTORE	Expense	<Unassigned>
5156 Stipend	Expense	<Unassigned>
5157 Inventory	Expense	<Unassigned>
5158 Consignment CD's	Expense	<Unassigned>
5160 CCARD PROCESSING ...	Expense	<Unassigned>
5165 COMPUTER / SOFTW...	Expense	<Unassigned>
5170 DEPRECIATION	Expense	<Unassigned>
5172 EQUIPMENT A/V	Expense	<Unassigned>
5175 HOUSE OF DELEGATES	Expense	<Unassigned>
5180 INSURANCE	Expense	<Unassigned>
5181 Liability	Expense	<Unassigned>
5182 E&O	Expense	<Unassigned>
5183 Property Loss	Expense	<Unassigned>
5185 LEGAL & ACCOUNTING	Expense	<Unassigned>

Account	Type	Income Tax Line
5190 LICENSES & TAXES ( ...	Expense	<Unassigned>
5193 District Officer Name Tags	Expense	<Unassigned>
5195 OFFICE SUPPLIES	Expense	<Unassigned>
5200 PROFESSIONAL DUES...	Expense	<Unassigned>
5205 POSTAGE	Expense	<Unassigned>
5210 PRINTING & COPYING	Expense	<Unassigned>
5215 ROYALTIES	Expense	<Unassigned>
5220 SCHOLARSHIP RMD D...	Expense	<Unassigned>
5221 Chorues to Internati...	Expense	<Unassigned>
5222 Quartets to Internati...	Expense	<Unassigned>
5223 Quartets to MidWin...	Expense	<Unassigned>
5300 CHORAL DIRECTOR DEVE...	Expense	<Unassigned>
5310 CD WORK INTENSIVE	Expense	<Unassigned>
5311 Faculty	Expense	<Unassigned>
5312 Venue	Expense	<Unassigned>
5313 Meals	Expense	<Unassigned>
5314 Miscellaneous	Expense	<Unassigned>
5330 SCHOLARSHIPS - HARMO...	Expense	<Unassigned>
5331 Music Educator	Expense	<Unassigned>
5332 Front -Line Director	Expense	<Unassigned>
5333 New Chorus Director	Expense	<Unassigned>
5334 Other CD/Section Leader	Expense	<Unassigned>
5400 MARKETING/PUBLIC RELA...	Expense	<Unassigned>
5410 Webmaster Expense	Expense	<Unassigned>
5412 Website Maintenance	Expense	<Unassigned>
5414 Website Hosting	Expense	<Unassigned>
5420 PROMOTIONAL RMD/...	Expense	<Unassigned>
5500 CONTEST & JUDGING	Expense	<Unassigned>
5510 Candidate School	Expense	<Unassigned>
5515 Candidate Stipend	Expense	<Unassigned>
5520 Category School	Expense	<Unassigned>
5525 Tuition	Expense	<Unassigned>
5600 YIH / EDUCATION	Expense	<Unassigned>
5610 Youth Scholarships	Expense	<Unassigned>
5700 C/SUPPORT-LEADERSHIP...	Expense	<Unassigned>

Account	Type	Income Tax Line
5710 Standing Ovation Progr...	Expense	<Unassigned>
5711 Mileage & Tolls	Expense	<Unassigned>
5712 Lodging	Expense	<Unassigned>
6000 DISTRICT EVENTS	Expense	<Unassigned>
6100 RM HARMONY COLLE...	Expense	<Unassigned>
6110 Faculty & VIP	Expense	<Unassigned>
6111 Airfare	Expense	<Unassigned>
6112 Meals	Expense	<Unassigned>
6113 Mileage & Tolls	Expense	<Unassigned>
6114 Lodging	Expense	<Unassigned>
6115 Visitation	Expense	<Unassigned>
6116 Parking	Expense	<Unassigned>
6117 Director Educat...	Expense	<Unassigned>
6120 Venue	Expense	<Unassigned>
6125 Food & Beverage	Expense	<Unassigned>
6130 Eventbrite Fees	Expense	<Unassigned>
6135 Credit C Processin...	Expense	<Unassigned>
6140 Lighting & Sound	Expense	<Unassigned>
6141 Materials & Su...	Expense	<Unassigned>
6142 Technician Mile...	Expense	<Unassigned>
6145 A/V Equipment Ren...	Expense	<Unassigned>
6150 Promotional	Expense	<Unassigned>
6155 Office Supplies & P...	Expense	<Unassigned>
6160 Music & Royalties	Expense	<Unassigned>
6165 Afterglow	Expense	<Unassigned>
6170 Headliner Quartet	Expense	<Unassigned>
6175 Scholarships	Expense	<Unassigned>
6180 Comp.Tuition - New...	Expense	<Unassigned>
6185 RMHC REFUND 20...	Expense	<Unassigned>
6300 FALL CONVENTION	Expense	<Unassigned>
6305 Faculty & VIP	Expense	<Unassigned>
6306 Airfare	Expense	<Unassigned>
6307Lodging	Expense	<Unassigned>
6308 Meals	Expense	<Unassigned>
6309 Mileage & Tolls	Expense	<Unassigned>



Account	Type	Income Tax Line
6310 Parking	Expense	<Unassigned>
6313 Judges	Expense	<Unassigned>
6314 Airfare	Expense	<Unassigned>
6315 Lodging	Expense	<Unassigned>
6316 Meals	Expense	<Unassigned>
6317 Mileage & Tolls	Expense	<Unassigned>
6318 Parking	Expense	<Unassigned>
6319 Miscellaneous Expe...	Expense	<Unassigned>
6320 Venue	Expense	<Unassigned>
6321 Venue Show Ticketi...	Expense	<Unassigned>
6325 Food & Beverage	Expense	<Unassigned>
6330 Eventbrite Fees	Expense	<Unassigned>
6335 C/Card Processing ...	Expense	<Unassigned>
6340 Lighting & Sound	Expense	<Unassigned>
6341 Materials & Su...	Expense	<Unassigned>
6342 Technician Mile...	Expense	<Unassigned>
6345 A/V Equipment Ren...	Expense	<Unassigned>
6350 Photography & Video	Expense	<Unassigned>
6355 Promotional	Expense	<Unassigned>
6360 Office Supplies & P...	Expense	<Unassigned>
6365 Music & Royalties	Expense	<Unassigned>
6370 Afterglow	Expense	<Unassigned>
6375 Headliner Quartet	Expense	<Unassigned>
6380 Host Chapter Fee	Expense	<Unassigned>
6385 Hospitality Suite	Expense	<Unassigned>
6390 Comp. Registration ...	Expense	<Unassigned>
6395 Emcee Honorarium	Expense	<Unassigned>
6500 LEADERSHIP ACADE...	Expense	<Unassigned>
6510 FACULTY	Expense	<Unassigned>
6511 Airfare	Expense	<Unassigned>
6512 Meals	Expense	<Unassigned>
6513 Parking	Expense	<Unassigned>
6514 Lodging	Expense	<Unassigned>
6515 Mileage & Tolls	Expense	<Unassigned>
6516 Materials & Su...	Expense	<Unassigned>

<b>Account</b>	<b>Type</b>	<b>Income Tax Line</b>
6520 Venue	Expense	<Unassigned>
6525 Food & Beverage	Expense	<Unassigned>
6530 Eventbrite Fees	Expense	<Unassigned>
6535 CC Processing Fees	Expense	<Unassigned>
6545 A/V Equipment	Expense	<Unassigned>
6550 Promotional	Expense	<Unassigned>
6555 Office Supplies / Pri...	Expense	<Unassigned>
6560 Music & Royalties	Expense	<Unassigned>
6575 Scholarships	Expense	<Unassigned>
PAYROLL EXPENSES	Expense	<Unassigned>
Estimates	Non-Posting	<Unassigned>