

**EXPENSE VOUCHER****ROCKY MOUNTAIN DISTRICT**  
**Barbershop Harmony Society**

DATE	DESCRIPTION and PURPOSE of EXPENSE	Account Number	AMOUNT
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>TOTAL</b>			\$

**EXPENSE INCURRED BY:****APPROVED BY:**

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

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

Check Payable To OR Venmo name \_\_\_\_\_

Address \_\_\_\_\_

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

Signature \_\_\_\_\_

Phone \_\_\_\_\_

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

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

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

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

**NOTE:** As of April 2023, RMD mileage is reimbursed at the rate of \$ .35/

mile. Include receipts and other supporting documentation with this form.

Chart of Accounts  
(effective January 2024)

Number	Account Name	Notes
1000	Checking Account	
1010	Savings Account	
1020	Youth/Education Fund (Restricted)	
1100	Accounts Receivable	Use when paying a bill on behalf of someone. Rare.
1200	Prepaid Expenses	Rarely used with cash-basis accounting.
1300	Equipment	Only use for equipment over \$10K. (subject to change)
2000	Accounts Payable	Rarely used with cash-basis accounting.
2100	Deferred Revenue	Use for registration/tuition income collected but not used for event. Track details by person off ledger.
2200	Miscellaneous - Eventbrite (passthrough)	Business revenue is debited to 1000
3000	Opening Balance Equity	
3100	Retained Earnings	
4000	Dues	Non-donor's choice money is debited to 1000
4100	Donations - HFI Donor's Choice	Donor's choice money is debited to 1020
4110	Donations - BHS	Non-donor's choice money is debited to 1000
4120	Donations - Chapters	Non-donor's choice money is debited to 1000
4130	Donations - Members	Non-donor's choice money is debited to 1000
4199	Donations - Other	Non-donor's choice money is debited to 1000
4200	Grants - HFI	Business revenue is debited to 1000
4210	Grants - AIC	Business revenue is debited to 1000
4299	Grants - Other	Business revenue is debited to 1000
4300	Registrations/Tuition	Business revenue is debited to 1000
4500	Ticket Sales	Business revenue is debited to 1000
4600	Store Sales	Business revenue is debited to 1000
4700	Interest Earned	Business revenue is debited to 1000
4999	Miscellaneous - Other	Business revenue is debited to 1000
5000	Travel - Airfare	For RMD business travel
5010	Travel - Lodging	For RMD business travel
5020	Travel - Meals	For RMD business travel
5030	Travel - Car Rental/Fuel	For RMD business travel
5040	Travel - Mileage	For RMD business travel
5050	Travel - Parking/Tolls	For RMD business travel
5099	Travel - Other	For RMD business travel
5100	Events - Facility Lodging - Judges	
5101	Events - Facility Lodging - Faculty	
5102	Events - Facility Lodging - Talent	
5103	Events - Facility Lodging - Operations	
5110	Events - Facility Space Rental	For meeting rooms/large halls/venues in facility
5111	Events - Facility Food	Not including service charges (5114)
5112	Events - Facility Tech/Audiovisual	Not including service charges (5114)
5113	Events - Facility Equipment (non-A/V)	
5114	Events - Facility Service Charges	
5115	Events - Facility Insurance	
5116	Events - Facility Sales Tax	
5119	Events - Other Facility Expenses	
5120	Events - Non-Facility Tech/Audiovisual	For outside AV equipment rental/personnel
5121	Events - Non-Facility Equipment (non-A/V)	For outside non-AV equipment rental/personnel
5130	Events - Talent Fees	
5131	Events - Talent Airfare	
5132	Events - Talent Local Travel	For costs of rental car, fuel, tolls, etc.
5133	Events - Talent Meals	
5140	Events - Faculty Fee	
5141	Events - Faculty Airfare	

Chart of Accounts  
(effective January 2024)

Number	Account Name	Notes
5142	Events - Faculty Local Travel	For costs of rental car, fuel, tolls, etc.
5143	Events - Faculty Meals	
5150	Events - Judges BHS Cost share	
5151	Events - Judges Hospitality	
5152	Events - Judges Local Travel	For costs of rental car, fuel, tolls, etc.
5153	Events - Judges Meals	
5160	Events - Contest Administrator Fees	
5170	Events - Local Transportation	Costs for shuttles, reimbursing mileage for transporting judges/faculty/talent
5171	Events - Riser Transportation	
5180	Events - Marketing	
5185	Events - Materials and Supplies	
5190	Events - Music/Tracks	
5195	Events - Registration Service Fees	Fee charged by registration/ticket service
5199	Events - Other Event Expenses	
5200	Scholarships - Youth	
5210	Scholarships - Director	
5220	Scholarships - Quartet	
5230	Scholarships - Music Educator	
5240	Scholarships - Member	
5250	Tuition - Candidate School	
5260	Tuition - Category School	
5270	Event Stipend - Quartet	
5280	Event Stipend - Chorus	
5290	Grants - Youth	
5291	Grants - Education	
5299	Sponsorships - Other	
5300	Awards - Chorus Plaques/Pins	
5310	Awards - Quartet Plaques/Pins	
5320	Awards - BOTY Plaques/Pins	
5330	Awards - HOF Plaques/Pins	
5399	Awards - Other	
5400	Marketing - Non-event	
5500	Store - Inventory	
5600	Equipment - Audiovisual	If over \$10K, capitalize. (subject to change)
5699	Equipment - Other	
5700	Technology - Website Hosting	
5710	Technology - Website Maintenance	
5720	Technology - Software/Licenses	
5800	Services - Bank Fees	
5810	Services - Processing Fees (non-event)	Non-event only
5820	Services - Legal Fees	
5830	Services - Accounting Fees	
5900	Admin - Licenses	
5910	Admin - Taxes	
5920	Admin - Postage	
5930	Admin - Printing/Coping	
5940	Admin - Materials and Supplies (non-event)	Non-event only
5950	Admin - Meeting Food	
5999	Admin - Other	