

Creative 200

Communication, music, production, and creative events.

Your parent class 200 Creative

CCMR due the 5th of every month

Questions #helpfinance

Updated September 2026

Your classes

Every transaction needs one of these. Pick the most specific line that fits; use the General line only when nothing else does. In Ramp these appear under **200 Creative**.

CODE	CLASS	USE IT FOR
205	Creative- General	Creative team spend not tied to a specific area
230	Communication	Design, print, web, social, and communications tools
240	Creative & Music Events	Creative or music events not listed separately
241	Events- Carols and Beer	Carols and Beer event
242	Events- Dwell Nights	Dwell Nights
250	Music	Worship and music team: instruments, charts, musicians
260	Production	Audio, video, lighting, and stage production

Categories you'll use most

The expense types that show up in Creative month after month. Ramp suggests a category from the merchant; check it against this list rather than accepting it.

8110

Supplies

General supplies for ministry

8150

Software & Hardware < \$6,000

Computers, devices, software purchases

8145

Equipment Purchase < \$6,000

Equipment under the capitalization threshold

8140

Equipment Rental

Rented equipment

8170

Subscriptions

Software and service subscriptions

8160

Printing & Copying

Printing, copies, signage

8570

Advertising Expenses

Ads and promotion

7550

Marketing Consultant

Marketing and design consultants

7510

Contractors - General

Contracted services not listed elsewhere

7570

Honorarium

Guest speakers, worship leaders, teachers; W-9 required

7595

Event Host Contractors

Contracted event hosts and coordinators

8115

Food & Refreshments

Food and drink for ministry events and meetings

8430

Venue Rentals

Off-site venues

All categories available in Ramp

The full category list is the same for every ministry. Starred items are the ones above. If what you need isn't here, use the closest fit and explain in the memo, then ask in #helpfinance.

DIRECT ASSISTANCE

- 7020** Benevolence
- 7010** Missionary & Residency Support
- 7030** Church Plant & Organizational Support

PEOPLE WE PAY WHO AREN'T STAFF

- 7570** Honorarium ★
- 7510** Contractors - General ★
- 7595** Event Host Contractors ★
- 7590** Child Care
- 7560** Interns
- 7550** Marketing Consultant ★
- 7540** IT Consultant
- 7580** Security On Site
- 7585** Janitorial
- 7520** Accounting
- 7519** Grant Writer

SUPPLIES AND TOOLS

- 8110** Supplies ★
- 8115** Food & Refreshments ★
- 8160** Printing & Copying ★
- 8130** Postage & Shipping
- 8170** Subscriptions ★
- 8150** Software & Hardware < \$6,000 ★
- 8145** Equipment Purchase < \$6,000 ★
- 8140** Equipment Rental ★
- 8155** Furniture & Furnishings < \$6,000
- 8120** Telephone & Internet
- 8190** Lease Expense

EVENTS AND PROGRAM

- 8430** Venue Rentals ★
- 8440** Gifts Given

TRAVEL AND CONFERENCES

- 8330** Meals
- 8310** Lyft, Uber, Car Rental
- 8320** Airfare
- 8340** Hotels & Lodging
- 8350** Conference Registration Fees
- 8360** Parking, Mileage, Gas

FACILITIES

- 8230** Repairs & Maintenance
- 8220** Utilities
- 8240** Janitorial Supplies
- 8235** Safety and Security

DEVELOPMENT AND OTHER

- 8540** Staff & Volunteer Development
- 8541** Staff Books & References
- 8542** Counseling Support
- 8543** Staff Development School
- 8544** Staff Development - Other
- 8570** Advertising Expenses ★
- 8520** Insurance - Building and Liability
- 8580** Business Taxes & Licensing Fees
- 8550** Bank Fees

CCMR on every transaction

- **Class** from the table above
- **Category** from this sheet
- **Memo** that explains the purpose
- **Receipt**, itemized

The memo standard

Write it for someone who wasn't there. "Lunch with 3 Alpha volunteers, spring training" passes. "Lunch" fails. Name the event, purpose, or people.

Due the 5th

All CCMR for a month is due by the 5th of the next month so books close and reports go out by the 20th. Late items delay the whole church's reporting and are considered in performance reviews.