

Executive Leadership Team 300

ELT hosting, staff events, and staff care.

Your parent class 300 Executive Leadership Team

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 **300 Executive Leadership Team**.

CODE	CLASS	USE IT FOR
305	ELT - General	ELT spend not tied to a specific event
306	ELT- Hosting	Hosting guests, leaders, and partners
311	Staff Events- All Hands	All Hands meetings
312	Staff Events- Christmas Party	Staff Christmas party
313	Staff Events- Offsite	Staff offsites
314	Staff Events- Staff Retreat	Staff retreat
315	Child Care	Child care for staff events
316	Staff Events - Other	Other staff events

Categories you'll use most

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

8115

Food & Refreshments

Food and drink for ministry events and meetings

8330

Meals

Meals while traveling or hosting

8430

Venue Rentals

Off-site venues

7590

Child Care

Paid childcare workers for events

7595

Event Host Contractors

Contracted event hosts and coordinators

8440

Gifts Given

Thank-you gifts, volunteer appreciation, small gifts

8540

Staff & Volunteer Development

Training and development, general

8541

Staff Books & References

Books and references

8543

Staff Development School

School and formal programs

8544

Staff Development - Other

Other development

8340

Hotels & Lodging

Lodging, including retreat and camp lodging

8320

Airfare

Flights

8350

Conference Registration Fees

Conference and training registration

8310

Lyft, Uber, Car Rental

Ground transportation

8360

Parking, Mileage, Gas

Parking, mileage reimbursement, fuel

8110

Supplies

General supplies for ministry

7570

Honorarium

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

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.