

Family 400

Children, youth, and parents.

Your parent class 400 Family

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 **400 Family**.

CODE	CLASS	USE IT FOR
405	Family- General	Family ministry spend not tied to children or youth specifically
410	Children	Children's ministry general
412	Children's Events	Children's special events (Harvest Festival and similar)
414	Children - Sundays	Sunday morning children's programming
415	Parents Ministry	Parents ministry
420	Youth - General	Youth ministry general
421	Youth Events - Summer Camp	Summer camp
422	Youth Events - Youth Lock-In	Youth lock-in
423	Youth Events - Youth Other Events	Other youth events
424	Youth Events- Youth Night	Youth Night
425	Youth Events - Youth Leader Development	Youth leader training and development

Categories you'll use most

The expense types that show up in Family 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

8115

Food & Refreshments

Food and drink for ministry events and meetings

7590

Child Care

Paid childcare workers for events

7595

Event Host Contractors

Contracted event hosts and coordinators

8430

Venue Rentals

Off-site venues

8440

Gifts Given

Thank-you gifts, volunteer appreciation, small gifts

8160

Printing & Copying

Printing, copies, signage

8145

Equipment Purchase < \$6,000

Equipment under the capitalization threshold

8170

Subscriptions

Software and service subscriptions

8340

Hotels & Lodging

Lodging, including retreat and camp lodging

8310

Lyft, Uber, Car Rental

Ground transportation

8540

Staff & Volunteer Development

Training and development, general

7570

Honorarium

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

8330

Meals

Meals while traveling or hosting

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.