

Formation 500

Alpha, Connection, Groups, and Leadership.

Your parent class 500 Formation

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 **500 Formation**.

CODE	CLASS	USE IT FOR
505	Formation - General	Formation spend not tied to a specific program
510	Alpha	Alpha course
520	Connection- General	Connection ministry general
521	Connection- Baptism	Baptism services and supplies
522	Connection - Essentials	Essentials class
523	Connection- Welcome to Reality	Welcome to Reality
530	Groups- General	Community groups general
531	Groups- CG Leader Training	Community group leader training
532	Groups- Equipping	Equipping classes and materials
533	Groups- Intro to Community	Intro to Community
540	Leadership- General	Leadership development general
541	Leadership- Young Adults	Young adults
542	Leadership- Other Events	Other leadership events

Categories you'll use most

The expense types that show up in Formation 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

8110

Supplies

General supplies for ministry

8160

Printing & Copying

Printing, copies, signage

8430

Venue Rentals

Off-site venues

7570

Honorarium

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

8440

Gifts Given

Thank-you gifts, volunteer appreciation, small gifts

8540

Staff & Volunteer Development

Training and development, general

8170

Subscriptions

Software and service subscriptions

7590

Child Care

Paid childcare workers for events

7595

Event Host Contractors

Contracted event hosts and coordinators

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.