

Missions 900

Missions, church planting, and residencies.

Your parent class 900 Missions

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 **900 Missions**.

CODE	CLASS	USE IT FOR
905	Missions- General	Missions spend not tied to a residency or plant
923	Residency Fund	Residency fund
925	Church Plant	Church plant support
926	Church Planting Residency	Church planting residency
927	Theologian Residency	Theologian residency
928	Other Residency	Other residencies

Categories you'll use most

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

7010

Missionary & Residency Support

Support payments to missionaries and residents

7030

Church Plant & Organizational Support

Support to church plants and partner organizations

8320

Airfare

Flights

8340

Hotels & Lodging

Lodging, including retreat and camp lodging

8330

Meals

Meals while traveling or hosting

8310

Lyft, Uber, Car Rental

Ground transportation

8350

Conference Registration Fees

Conference and training registration

7570

Honorarium

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

8440

Gifts Given

Thank-you gifts, volunteer appreciation, small gifts

8110

Supplies

General supplies for ministry

8115

Food & Refreshments

Food and drink for ministry events and meetings

8540

Staff & Volunteer Development

Training and development, general

8360

Parking, Mileage, Gas

Parking, mileage reimbursement, fuel

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.