

Care & Compassion 100

Pastoral care, benevolence, counseling, marriage, prayer, and Justice & Outreach.

Your parent class 100 Care & Compassion

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 **100 Care & Compassion**.

CODE	CLASS	USE IT FOR
105	Care - General	Default for care ministry spend that isn't one of the specific lines below
110	Benevolence	Direct assistance to individuals in need; pair with category 7020 Benevolence
111	Counseling	Counseling center costs and counseling support
120	Marriage- General	Marriage ministry not tied to a specific program
121	Marriage- Premarital	Premarital counseling and prep
122	Marriage- Socials	Marriage socials and gatherings
123	Marriage- Workshops	Marriage workshops and seminars
130	Care & Prayer	Prayer ministry, prayer team, care visits
131	Prayers & Petitions	Prayers & Petitions program
140	Compassion (J&O)- General	Justice & Outreach not tied to a specific initiative
141	Compassion (J&O)- Advocacy	Advocacy events and materials
142	Compassion (J&O)- Food Pantry	Food pantry supplies and operations
143	Compassion (J&O)- Foster Care	Foster care initiative
144	Compassion (J&O)- Leaders & Volunteers	J&O volunteer training, appreciation, and leader development
145	Compassion (J&O)- Local Initiatives Brunches	Local initiative brunch events
146	Compassion (J&O)- Individual Partners	Support to individual partners
147	Compassion (J&O)- Organization Partners	Support to partner organizations
150	Griefshare	GriefShare program materials and hosting

Categories you'll use most

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

7020
Benevolence

8440
Gifts Given

8115
Food & Refreshments

8110
Supplies

7570
Honorary

8542
Counseling Support

8430
Venue Rentals

8160
Printing & Copying

8540
Staff & Volunteer Development

7590
Child Care

7595
Event Host Contractors

8330
Meals

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.

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

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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
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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

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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

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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
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PEOPLE WE PAY WHO AREN'T STAFF

- 7570** Honorarium ★
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- 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 ★
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- 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

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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

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DIRECT ASSISTANCE

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

PEOPLE WE PAY WHO AREN'T STAFF

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- 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
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- 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
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FACILITIES

- 8230** Repairs & Maintenance
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DEVELOPMENT AND OTHER

- 8540** Staff & Volunteer Development ★
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CCMR on every transaction

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The memo standard

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Operations 800

Facilities, services, events, initiatives, and church operations.

Your parent class 800
Operations

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 **800 Operations**.

CODE	CLASS	USE IT FOR
805	Operations- General	Operations spend not tied to a specific line
806	Facilities	Building upkeep, repairs, utilities, supplies
812	Events- Conferences	Conferences hosted by Reality SF
812.1	Events- Renaissance	Renaissance
812.2	Events- Searock	Searock
814	Finance Course	Finance course
815	Lectures	Lecture series
816	Events - Other	Other church-wide events
818.1	Services - Annual Vision and Prayer	Annual Vision and Prayer service
818.2	Services- Ash Wednesday	Ash Wednesday
818.3	Services- Easter (Ops)	Easter, operations side
818.4	Services- Good Friday	Good Friday
818.5	Services- Sundays	Regular Sunday services: security, hospitality, supplies
818.9	Services- Christmas Eve	Christmas Eve
821	Initiatives- Building Fund	Building fund initiative
823	Initiatives- Sanctuary Building Fund	Sanctuary
824	Initiatives- Raise the Roof Building Fund	Raise the Roof
825	Initiatives - Family Room Building Fund	Family Room
826	Initiatives - Green Room Building Fund	Green Room
827	Initiatives - Youth Room Building Fund	Youth Room
828	Initiatives - Wayfinding Signage	Wayfinding signage
829	Initiatives - Children's Classroom Improvements	Children's classroom improvements
830	Initiatives - Office Refresh	Office refresh
831	Initiatives - Parking Lot Improvements	Parking lot
832	Initiatives - Studio Refresh	Studio refresh
834	Initiatives - Kitchen Refresh	Kitchen refresh
835	2049 Vision	2049 Vision campaign

Categories you'll use most

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

8230
Repairs & Maintenance

8220
Utilities

8240
Janitorial Supplies

7585
Janitorial

8235
Safety and Security

7580
Security On Site

All categories available in Ramp

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DIRECT ASSISTANCE

- 7020** Benevolence
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PEOPLE WE PAY WHO AREN'T STAFF

- 7570** Honorarium
- 7510** Contractors - General
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- 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
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EVENTS AND PROGRAM

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

TRAVEL AND CONFERENCES

- 8330** Meals
- 8310** Lyft, Uber, Car Rental
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FACILITIES

- 8230** Repairs & Maintenance ★
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DEVELOPMENT AND OTHER

- 8540** Staff & Volunteer Development
- 8541** Staff Books & References
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- 8544** Staff Development - Other
- 8570** Advertising Expenses
- 8520** Insurance - Building and Liability
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CCMR on every transaction

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- **Receipt**, itemized

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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.