

2024 Chart of Accounts

PROGRAM

Marketing (in Program)

Program: Marketing: Advertising	rarely used
Program: Marketing/Promotional Materials	Brochures / T-shirts / logo items for the team to wear on the weekends
Program: Newsletter	for team / weekend info
Program: Marketing: Postage - Program	expense for mail said newsletters / brochures

AKT Expenses

AKT Meals/Food	**Only for AKT host site meals
AKT Mileage	
AKT Supplies/Other	**Only for AKT host site supplies / other expenses
AKT Travel Exp	AKT participant travel expenses (meals when traveling, airfare, mileage, etc.)
AKT Venue	**Only for AKT host conference room lodging + AKT participant lodging (only if not provided by host site)

Annual Conference Expenses

Annual Conf Mileage	mileage reimbursement for volunteers traveling to the Kairos Annual Conference
Annual Conf Reg Fees	Reimbursement to individuals who paid for the Annual Conference on their own
Annual Conf Travel & Meals Exp	all Annual Conference Travel expenses (airfare, meals, mileage)

Torch 101 Expenses

Torch 101 Meals/Food	**Only for Torch 101 host site meals
Torch 101 Mileage	
Torch 101 Supplies/Other	**Only for Torch 101 host site supplies / other expenses
Torch 101 Travel Exp	Torch 101 participant travel expenses (meals when traveling, airfare, mileage, etc.)
Torch 101 Venue	**Only for Torch 101 host conference room lodging

2024 Chart of Accounts

Weekend Expenses

Agape Supplies	all expenses related to preparing agape for the room / participants / guests
Badges	name badges
Computer & Equipment	computers (Weekend Leader only), printers, tables, chairs, sound equipment, coffee urns, coolers, etc.
Decorations	table decorations / chapel décor
Depreciation	**posted by International Office
Equipment Rental	port-a-potty, showers, etc.
Flowers	for guests on KO weekend
Gift to Church - no facility bill	for monetary gifts to churches as a thank you for allowing us to use their space with no charges
Guest Support	baby sitting for guest's children only (as needed for weekend)
Housing/Facility Rental	housing costs (independent of meals) **do not include gifts to churches here
Insurance	rarely used - ask first
Meals/Food	meals for weekends, including meals for inside and outside teams
Meetings - Team Formation	meals/supplies for team formation meetings
Music Royalty Fee	CCLI / CVLI license
Pictures	photos for the groups
Postage & Shipping	mailing of letters to KO Guests (mailings to AC team members are administrative)
Printing/Copies	copies of talks, EZRA print outs, etc.
Program Materials	rarely used as program materials are to be purchased at Intl Office
Security	if needed, costs for security guards on weekends
Storage Space Rental	monthly or annual storage expenses
Supplies/Paper Products	paper goods, consumable expenses (pens, paper, plastic forks, etc.), note pads, foil, plastic gloves, etc.
Travel	rare: State Chair travels to weekend, SFS travels to train ACS, etc.
Vehicle Gas, Repair & Other	gasoline for rental vehicle, mileage for tow vehicle, annual tag renewal, annual inspections, etc.
Vehicle Insurance	trailer insurance
Vehicle Rental	U-Haul rental, etc.
Vehicles/Trailers Purchased	trailer purchase less than \$1500

Weekend Expenses - Post

One & Two Day Retreat	Instructional, retreat expenses (all lodging, meals, supplies, etc.)
P2P: Postage	**OHIO ONLY
P2P: Printing	**OHIO ONLY
P2P: Supplies & Other	**OHIO ONLY
P2P: Telephone	**OHIO ONLY
Reunion Expenses	all reunion expenses
Weekly Mentoring	all mentoring expenses
Weekly Prayer & Share	all Prayer and share expenses