# Budget Request Form (Page 2)

| NO: | Fiscal Year: |
|---|---|

Mission Statement Continued from Page 1: _____

**Expected expense itemized (continued from P1):**

| | |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

Enter the total amount of this list to the list on Page 1.

**PAGE 2 TOTAL** $_____

**Office Use Only:**

**Initials of Department/Ministry Leader AND Department Chair:**

_____ _____

**Page 2**

**Church Name:** _____
**Church Address:** _____
**City, State Zip:** _____
**Church Treasurer:** _____

# Budget Request Form

| NO: | Fiscal Year: |
|---|---|

This form is to be completed by departmental and ministry leaders on an annual basis to request funding on The Church Budget. Complete form in its entirety.

Today's Date: _____ Your Name & Ministry/Dept.: _____
Daytime Telephone#: _____ Email Address: _____

**DEPARTMENTAL/MINISTRY PARTNER**
Sub-Department of: _____
Department Dir. _____

| | |
|---|---|
| AMOUNT BUDGETED LAST FY: | |
| AMOUNT OF EXPENSES YTD: | |
| AMOUNT REQUESTED FOR FY: | : $ |

| Itemize your expected expenses as much as possible. | |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| Continue on page 2 for additional itemization. | |
| TOTAL FROM PAGE 2 | $ |
| Miscellaneous/Other Supplies | $ |
| **TOTAL AMOUNT REQUESTED $_____** | |

After prayerfully considering the needs of the ministry of department in which I serve at _____. I submit to The Church my requests.

_____ _____
Signature of Department/Ministry Leader Date Signed

_____ _____
Signature of Department Chair Date Signed

What is the mission statement/plan of your ministry or department for the next fiscal year (be specific, list goals and initiatives you plan to achieve)?

*Continue on page 2, if needed.*
Please share these thoughts with the member of your ministry.

## IMPORTANT CONSIDERATIONS

-The Church Budget is comprised of the requests of ministry and departmental leaders. The leaders are considered to_____ Budget Committee, and The Church must approve The Church Budget on an annual basis.

-The Church Budget is more than just a set of numbers relating to the expenses of particular depts.. The Church Budget is the annual mission plan for the church and is one of the most important documents at _____. We hope you prepare your request prayerfully and thoughtfully to best carryout your particular ministry/department's mission.

-Please think ahead. Throughout each year you should begin compiling a list of expenditures in which your department will require for the next fiscal year.

**-Please complete this form and deliver it to the church office no later than __Nov. 22nd___.** If the church office is not in receipt of the request by the time mentioned above. Your Ministry/Department may suffer from not being budgeted or may be placed under the direction of the church office.

-This form may be completed online at _____ and/or emailed to _____

-If you have any questions, please feel free to contact _____

**Church Office Use Only** ____NEW

Received on _____ by _____
Account Codes _____
Church Name: _____
Church Treasurer:_____