

Poplar Springs Christian Church Guidelines for Ministry Budget Requests

Workshops and Conference:

- Honorariums – there will be a \$150 per speaker maximum, with the total honorarium budget amount not to exceed \$300. If speaker is not local, consideration will be given to accommodate travel expenses, but these must be approved by the Trustee Chair and will still not exceed \$300 for workshops.

Example 1(Acceptable)		Example 2(Acceptable)	
Speaker 1	\$150	Speaker 1	\$100
Speaker 2	\$75	Speaker 2	\$100
Speaker 3	\$75	Speaker 3	\$100

- Lunch or refreshments – there will be a \$350 maximum to be disbursed as follows:
 - 1 – 50 attendees – \$150 food (+ 1 additional kitchen staff @ \$50 each)
 - 51 – 150 attendees – \$250 (+ 2 add'l staff @ \$50 each)
 - Over 150 – \$350 (+ 3 add'l staff @ \$50 each)
- Other workshop expenses should be itemized on your budget request form on other side

Distribution of Funds

- Funds should be requested at least 2 weeks prior to the event
- Funds must be used for the purpose stated on the request form
- Prior approval is required for all cash reimbursements
- No seed money will be provided for events
- Annual budget requests must be turned in by **September 1** of each year for consideration
- There will be no amendments to the church budget after it has been approved by the congregation

NOTE: Items that will not be approved

The following items will not be approved and should not be included on your request: expenses such as refreshments for monthly meetings, donations to community church programs, trips for individuals that do not benefit the whole church and miscellaneous projects such as holiday outreach events.