Budget Request Form

Fiscai	Year:	

This form is to be completed by ministry leaders on an annual basis to request funding on the Church Budget. Complete entire form. Today's Date: _____Name & Ministry: _____ Phone: Email Address: What is the mission statement/plan of your ministry for the **Departmental/Ministry Partner** next fiscal year? List goals and initiatives you plan to achieve. Sub-Department of _____ Department Chair_____ Amount Budgeted Last Fiscal Year: Amount of Expenses Year-To-Date: Amount Requested for Fiscal Year :\$ Itemize your expected expenses: \$ Continue on Page 2 if Needed \$ Please share these thoughts with the members of your ministry. \$ **IMPORTANT CONSIDERATIONS** \$ *The church budget is comprised of requests of ministry and \$ departmental leaders. The Finance Committee, Trustee Ministry, \$ Board of Directors 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 departments. The Church Budget is the \$ annual mission plan for the church and is one of the most important documents at Poplar Springs Christian Church. We hope you \$ prepare your request prayerfully and thoughtfully to best \$ best carry out your particular ministry/departments 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 _____. If the church office is not in receipt Continue on page 2 for additional itemization Total From Page 2 of the request by the time mentioned above, your ministry/dept. Miscellaneous/Other Supplies may suffer from not being budgeted or may be placed under the **Total Amount Requested:** direction of the church office. *This form may be completed online at www.poplar-springs.org and emailed to finance@poplar-springs.org After prayerfully considering the needs of the ministry *If you should have any questions, please feel free to contact in which I serve at Poplar Springs Christian Church. your Finance Committee Contact. I submit to the church my requests. Church Office Use Only Received on _____by _____ Signature of Ministry Leader **Date Signed** Finance Chair: Church Administrator: **Signature of Department Chair Date Signed**

Budget Request Form Page 2	Fiscal Year:
Mission Statement Continued from Page 1:	
Expected Expenses Itemized (Continued from Page 1):	Office Use Only
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Enter the total amount of this list to the list on Page 1	
Dago 3 Totals	
Page 2 Total: \$	
Initials of Department Ministry Leader and Department Chair:	Page 2
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	Church Administrator: