



# BUDGET REQUEST FORM

FOR THE YEAR OF \_\_\_\_\_

**DIRECTIONS:** Fill out the following form and place it in the Budget Ministry mailbox by deadline.

## GENERAL INFORMATION

Ministry:

Contact Person:

Phone:

Email:

## CURRENT YEAR SPENDING

Approved Budget Amount: \$

Actual Expenditures YTD: \$

**REQUESTED BUDGET AMOUNT FOR NEXT YEAR: \$** \_\_\_\_\_

(Please itemize the budget below)

## BUDGET ITEMIZATION

(Please itemize the budget below. Use additional sheets if necessary. **THIS IS REQUIRED.**)

ITEM/PROGRAM	DATE	COST

**TOTAL AMOUNT: \$**

Will any of the above cost be covered outside of regular church funds (i.e. ministry participants, outside donations, tickets, etc.)? If yes, write how much? If not, write "N/A." \$ \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received:

Requested Amount:

Budget Reviewed By:

Approved Amount:

Ministry Evaluation: \_\_\_\_\_

Pastoral Review \_\_\_\_\_

# BUDGET WORKSHEET -2

## BUDGET ITEMIZATION (CONTINUED)

ITEM/PROGRAM	DATE	COST

**TOTAL AMOUNT: \$**