

## BUDGET PROJECT WORKSHEET

1. <b>NAME OF PROJECT:</b>	2. <b>DATE(S) OF PROJECT:</b>
3. <b>PURPOSE OF PROJECT:</b> (circle)	
WORSHIP      EVANGELISM      EQUIPPING-EDIFYING      SUPPORT	
4. <b>OBJECTIVE:</b> In measurable terms, what do you hope to achieve?	
5. <b>TARGET GROUP:</b> Who is this project going to benefit?	

6. TOTAL PROJECT COST		9. ON CHURCH CALENDAR	
7. ANTICIPATED PROCEEDS		10. STAFF APPROVAL	
8. BUDGET REQUEST			

1. If the above project does not fulfill one of the three purposes in box 3 or **support** one of the three stated purposes, it cannot qualify for budget. It must pay for itself.
2. Some projects should partially pay for themselves in registration fees or sales. Youth camp, mission trips, fellowship trips, recreation, and any other function in which participants will contribute toward the expenses will be included in "anticipated proceeds" in Box 7.
3. Every project should be justified, in terms of purpose, cost and results.
4. The budget worksheet is on the reverse side of this page.
5. For definition of terms, please refer to the two-page sheet entitled "**Definition of Budget Items.**"

## PROJECT BUDGET WORKSHEET

<b>NAME OF PROJECT:</b>		
<b>ITEM DESCRIPTION</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
1. Advertising (Outside)	5180	
2. Awards/Gifts	5960	
3. Entry or Registration Fees	5960	
4. Equipment	5620	
5. Equipment Rental	5640	
6. Films/Videos	5300	
7. Food/Food Supplies	5170	
8. Fuel/Transportation for Participants	5200	
9. Literature	5300	
10. Lodging of Participants	5190	
11. Materials and Supplies	5310	
12. Nursery Care	5010	
13. Outside Services/Labor	5250	
14. Postage/Shipping	5160	
15. Printing (In House)	5150	
16. Printing (Outside)	5150	
17. Speaker/Musician Expense	5030	
18.		
19.		
<b>20. TOTAL COST OF PROJECT</b> (add lines 1-19)		
21. Anticipated Scholarship Gifts		
22. To Be Paid by Participants		
23. Anticipated Sales		
24.		
25. TOTAL ANTICIPATED PROCEEDS (lines 21-24)	4950	
<b>26. BUDGET REQUEST</b> (line 20 less line 25)		

## DEFINITION OF BUDGET ITEMS

1. **Advertising** (Outside) - This includes newspaper advertising, radio and TV advertising and the use of advertising services outside the church. This does not include posters and mail-outs done "in house."
2. **Air Time** - This is for radio and TV air-time for broadcasting purposes, not for advertising.
3. **Awards/Gifts** - This item has to do with trophies, plaques, graduation gifts, flowers, give-away items.
4. **Assistance** - This is related to benevolence only.
5. **Conv/Conf Expense** - This is for attendance at the Southern Baptist Convention or conferences related to your ministry.
6. **Employee Training** - This is an amount set aside for employees to attend seminars or classes to improve their work skills.
7. **Entry or Registration Fees** - This includes fee expense for tournaments, conferences, seminars, and recreation.
8. **Equipment** - Any equipment which is a replacement or new addition to your ministry.
9. **Equipment Rental** - This includes rented tables, chairs, recreational equipment, VCR's, portable toilets, and sound systems for special events. Long-term leases should also be included.
10. **Films/Videos** - Whenever films or videos are rented or bought for training, teaching, or inspiration, they should be charged to this item.
11. **Food/Food Supplies** - Food and food supplies ordered directly by a ministry or provided through Food Services.
12. **Food/Food Supplies (AD)** - These will be ordered by the Business Office but should still be included on your budget.
13. **Fuel/Transportation** - Each ministry will be charged with the fuel and transportation costs **for participants** when that ministry uses church vehicles. In determining the expense of trips in which outside buses are chartered, "Outside Services" should be used.
14. **Literature** - All literature and publications should be charged to this item.
15. **Lodging** - This item is to be used when a trip is planned involving lodging **of participants** for your group, such as camps, retreats, mission trips, ski trips, etc.
16. **Materials/Supplies** - All materials and supplies ordered **by the ministry or**

**business office** will be charged to the respective ministry.

18. **Mileage Reimbursement** - In situations approved by the personnel committee, certain employees receive mileage reimbursement for the use of their personal vehicle for church use.

19. **Nursery Care** - Each ministry or department using the nursery will be charged. Whenever church-wide events take place such as Sunday School, worship, Sunday evening program, and special services, the separate ministries will not be charged. Nursery care will be charged to the ministries that require special scheduling but not involving the rest of the church.

20. **Outside Services** - This includes outside labor or contract labor for special tasks that cannot be provided by our own employees. This does not include special speakers and musicians.

21. **Personal Library** - If the budget permits, this is an item which includes the purchase of literature, books, and publications related to your ministry which may become a permanent part of your personal library.

22. **Postage/Shipping** - All postage and shipping charges should be reflected in the budget of each separate ministry including first class mail, express mail, UPS, and bulk mail. It will be charged to administration.

23. **Printing** (In House) - All in-house printing will be charged to administration but should be reflected in the budget of ministries requesting it. Include materials only, not labor.

24. **Printing** (Outside) - Include under "Outside Services."

25. **Royalty Fees** - Often the tape ministry or music department must pay royalty fees to companies for the privilege of copying copyrighted tapes, records, or literature.

26. **Salaries/Wages** - Each supervisor will be given a list of each of the employees in his/her area of responsibility with their salaries or hourly rates. From this information, salaries and wages can be computed.

27. **Speaker/Musician Expense** - For events requiring a special speaker or musician, charge to this item his/her transportation, lodging, food and honorarium.

28. **Temporary Labor** - This should include only temporary employees who will fill in for another employee or added to the payroll for a brief period of time. In some cases individuals who are self-employed work as "contract labor." They may work from time to time but are not put on payroll. They should be budgeted under "Outside Services."

29. **Uniforms** - Some ministries may require special uniforms, dresses, suits, robes or formal attire.

**BUDGET PROGRAM WORKSHEET**

<b>1. NAME OF PROGRAM OR MINISTRY</b>	<b>2. BUDGET YEAR</b>
<b>3. PURPOSE OF PROGRAM/MINISTRY</b> (circle)  <div style="display: flex; justify-content: space-around; text-align: center;"> <span>WORSHIP</span> <span>EVANGELISM</span> <span>EQUIPPING/EDIFYING</span> <span>SUPPORT</span> </div>	
<b>4. OBJECTIVE:</b> In measurable terms, what do you hope to achieve?	
<b>5. TARGET GROUP:</b> Who is this program going to benefit?	

6. TOTAL BUDGET REQUEST		9. STAFF APPROVAL
7. ANTICIPATED PROCEEDS		
8. AMOUNT TO BE SUBSIDIZED		

**BUDGET PROGRAM WORKSHEET**

ITEM DESCRIPTION	ACCOUNT	AMOUNT
1. Advertising (Outside)	5180	
2. Air Time	5180	
3. Assistance (Benevolence)	5960	
4. Awards/Gifts	5960	
5. Conv/Conf Expense	5060	
6. Employee Training	5960	
7. Entry/Registration Fees	5960	
8. Equipment	5620	
9. Equipment Rental	5640	
10. Films/Videos	5300	
11. Food/Food Supplies	5170	
12. Fuel/Transportation	5200	

13. Literature	5300	
14. Materials/Supplies	5310	
15. Mileage Reimbursement	5200	
16. Nursery Care	5010	
17. Outside Services	5250	
18. Personal Library	5300	
19. Postage/Shipping	5160	
20. Printing (In House)	5165	
21. Royalty Fees	5250	
22. Salaries/Wages	5010	
23. Temporary Labor	5010	
24. Uniforms	5960	
25.		
26.		
27.		
28. <b>TOTAL COST OF PROGRAM</b> (add lines 1-27)		
29. Anticipated Fees		
30. Anticipated Scholarship Gifts		
31. Anticipated Sales		
32.		
33. TOTAL ANTICIPATED PROCEEDS (lines 29-32)	4950	
34. <b>BUDGET REQUEST</b> (line 28 less line 33)		

## DETERMINE YOUR MINISTRY GOALS AND OBJECTIVES

For the year you will want to establish **goals** such as number of baptisms, Sunday School enrollment, average attendance, high attendance, number of teaching units, number of workers, amount of space developed for ministry use, number of prospects, number of people trained in evangelism, number of workers trained, etc.

Goals must be **measurable**. Think in terms of numbers, not in terms of "many," "more than ever," "lots of" or other immeasurable descriptions. When you set a goal, there should be a number with it. Goals must be **challenging**. There is no reason for a goal if there isn't something to work hard for, to be creative in reaching, and to cause you to stretch. Goals must be realistic or **achievable**. To set high goals is exciting but count the cost in effort to reach them. They must be challenging but also reachable.

To reach these goals you will want to establish **objectives**. Objectives help you to reach your goals and are broken down into manageable and achievable efforts which you can reach in a definite time period. For instance, your goal for baptisms may be 100 for the year. But, to reach that goal you may have 10 projects in which you will have 10 baptisms (objective) in each project. Objectives, like goals, must be measurable, challenging, and achievable.

## PROGRAMS AND PROJECTS

**PROGRAMS** are day by day, week by week, month by month **functions that are routine**. Every week and month you must pay for materials and overhead to maintain a ministry. Use your program worksheet to develop your budget **for ongoing operations**.

**PROJECTS** are **special events** which will help you reach your objectives. They are short term and require special attention beyond the routine operations of maintaining a ministry. Projects are events such as retreats, conferences, seminars, tours, mission trips, special training, revivals, crusades, etc. Each project should have an objective which is measurable and achievable.

## BUDGET WORKSHEETS

You will need **one program worksheet** for each ministry you supervise.

You will need a **project worksheet for every project** you are planning for the year.