



**Faith Fellowship Community Church**  
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Dr. Melvin G. Barney, Esq., Senior Pastor

## **BUDGET REQUEST WORKSHEET – 2017 FISCAL YEAR**

It's that time again...Budgeting! It is time to start the process of budgeting for the church ministries for the 2017 Ministry Year. Attached is the form you will need to fill out and submit to the Finance Department as the budget is planned for the upcoming year. Please note that the form is divided into two sections.

- The first section provides you with space to list all *Special Events and/or Purchase Requests* for your ministry for the upcoming year.
- The second section is used to identify *proposed expenditures*. You should list these items in order of priority.

As guidance to help you develop your budget request:

1. The Finance Department will assist with your proposed budget request if you require assistance.
2. Budget requests should specifically meet your ministry goals.
3. No budgets automatically will be carried forward; all ministries planning to spend money must submit a new budget request for the new fiscal year.
4. Provide timing of expenditures if not spread out evenly throughout the year
5. A final proposed budget from the Finance Department will be presented to ministry leaders in early 2016.

### **BUDGETING TIMELINE:**

- 10/15/2016 Budget request forms distributed to ministry leaders
- 11/08/2016 Budget requests due from ministry leaders
- 12/17/2016 Proposed budget from the Finance Department due to be reviewed by Senior Pastor
- TBD Proposed budget reviewed/finalized by the Board of Directors
- TBD Proposed budget presented to ministry leaders
- TBD Annual Members Meeting

Please submit your ministry's completed Budget Request form by close of business before or on Tuesday, November 08, 2016. You may submit your Budget Request form electronically to [info@faithfellowshiplive.org](mailto:info@faithfellowshiplive.org) Attention: Finance Department. If you are unable to send the Budget Request form via email it can be submitted directly to the church office. Please keep a copy for your files.

Your prayerful and timely completion of this document is greatly appreciated. We need everyone's input to ensure that the budget is complete and accurate.

Serving Christ joyfully for the furtherance of His Kingdom

*Georgetta Griffith*

Georgetta Griffith  
Finance Director

BUDGET REQUEST WORKSHEET  
2017 MINISTRY FISCAL YEAR

## Ministry Planning and Objectives

<b>Ministry:</b>	<b>Ministry Lead:</b>
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### SECTION I: Special Events and/or Purchase Request for 2017

Use one section for each special event and purchase item request. Be as accurate as possible when estimating costs. Use the remarks section to explain why you need the item, and how you arrived at your cost estimate.

If you have a special reason for an item to be purchased at a special place, give the reason in the remarks section and include the special place of purchase.

	DESCRIPTION	PURPOSE	COST
I.			
II.			
III.			
IV.			
V.			
VI.			
VII.			

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		<b>TOTAL PROPOSED EXPENDITURES</b>	\$

<b>SECTION I REMARKS:</b>

**SECTION II: Ministry Expenditures**

Part 2: Determine the total cost for the year for all events and/purchase request and show how much of the total amount you want to spend each month in this section.

MONTH	AMOUNT	MONTH	AMOUNT	MONTH	AMOUNT
<i>January</i>	\$	<i>May</i>	\$	<i>September</i>	\$
<i>February</i>	\$	<i>June</i>	\$	<i>October</i>	\$
<i>March</i>	\$	<i>July</i>	\$	<i>November</i>	\$
<i>April</i>	\$	<i>August</i>	\$	<i>December</i>	\$
<b>COLUMN TOTAL</b>	\$	<b>COLUMN TOTAL</b>	\$	<b>COLUMN TOTAL</b>	\$
				<b>TOTAL PROPOSED EXPENDITURE</b>	\$

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***THIS SPACE IS FOR THE FINANCE DEPARTMENT USE ONLY***

ACCOUNT	REQUESTED	PROPOSED	APPROVED
<b>Total</b>			

<b>Process:</b>	<input type="checkbox"/> Finance Team Reviewed	<input type="checkbox"/> Pastor Reviewed	<input type="checkbox"/> Board of Directors Approved
<b>Copied for:</b>	<input type="checkbox"/> Finance Team <input type="checkbox"/> Ministry Leader		<input type="checkbox"/> Given to Ministry Leader
<b>Entered:</b>	<input type="checkbox"/> QuickBooks Premiere	<input type="checkbox"/> Ministry Accounting Number Assigned_____	

<b>SECTION II REMARKS:</b>