Budget Request Worksheet
2015 Ministry Year

Finance

Monday – September 8, 2014

Dear Servant Leaders,

It is that time again…budgeting! It is time to start the process of planning for Tabernacle ministries for the 2015 Ministry Year. Please complete the two – page budget request worksheet and submit to my office by Sunday – October 5th. Please note that the form is divided into two sections. The first section provides you with space to list the goals 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.

Important considerations when developing your budget request:

1. Use your current budget as a guide; however you need to justify all expenditures.
2. Budget requests should specifically meet your ministry goals.
3. Provide timing of expenditures if not spread out evenly throughout the year.

The leadership and finance team will consider this input in comprising the 2015 ministry year budget for Tabernacle Baptist Church at the Church Family Meeting.

Your prayerful and timely completion of these items is greatly appreciated. We need everyone's input to ensure that the budget is complete and accurate. If you would like to meet with me to discuss your budget, contact me at gmiller@tbcaugusta.org or (706) 724 – 1230.

In Christ and for the furtherance of His kingdom,

Rev. G.C. Miller, III
Executive Minister

Ministry Planning and Objectives

Ministry:	**Leader Name:**
Ministry Goals for coming year	
Ministry Activities for coming year	

1. Ministry Budget Request

Please use the worksheet below to itemize, explain and total your budget requests. Itemization is required.

Total Ministry Budget Request	
Total Furniture / Equipment Requests	

2. Ministry Event Expenditures with approximate amounts

Please use these tables to itemize your requests. Please write the totals in the appropriate block on the front of this form. We will do all we can to meet your requests.

Priority	Explanation of Event / Expense	Date	Amount

		Total Budget Proposal	

Use this table to request furniture, equipment, etc. If item is approved, it will be given a Yes (Y). If item is not approved, it will be given a No (N).

Priority	Furniture/Equipment/Resource	Y/N	Date	Amount
			Total Proposal	

This space for Section / Finance Team Use

Account	Requested	Proposed	Approved
		Total	