BUDGET REQUEST FORM

Use this form to request budget allocation for specific ministry activities, events, or programs. All budget requests must be submitted to the finance committee for approved budget allocations at least 15 days before funds are needed.

Ministry Information

Ministry Name: _____

Ministry Leader: _____

Contact Phone/Email: _____

Date Submitted: _____ Funds Needed By (Date): _____

Event/Program Details

Event/Program/Activity Name: _____

Event Date: _____ Expected Attendance: _____

Budget Rationale

REQUIRED: Why is this funding necessary? What ministry impact will it have?

_____

_____

Revenue Information

Complete this section to identify any revenue sources that will offset costs.

- ☐ YES ☐ NO Will you be SELLING items at this event? (If yes, estimated revenue: $_____)
- ☐ YES ☐ NO Will you be CHARGING admission/registration fees? (If yes, estimated revenue: $_____)
- ☐ YES ☐ NO Do you have OUTSIDE DONATIONS or sponsorships? (If yes, confirmed amount: $_____)
- ☐ YES ☐ NO Do you intend to collect offerings? If yes, estimated revenue: $_____)

Total Expected Revenue from **ALL** sources ($): _____

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IMPORTANT: All budget requests must be submitted to the finance committee for approved budget allocation at least 15 days before funds are needed.

Line Item Budget Detail

REQUIRED: Provide detailed breakdown of all expenses. Be as specific as possible.

Expense Item/Description	Quantity	Unit Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL EXPENSES:	_____	_____	_____
LESS: TOTAL EXPECTED REVENUE:	_____	_____	_____
NET AMOUNT REQUESTED FROM CHURCH:	_____	_____	_____

Ministry Team Support

REQUIRED: This budget request must have support from your ministry team, and your committee meeeting notes/minutes must be submitted to the church clerk.

I certify that this budget request has been reviewed and approved by our ministry leadership team:

- □ Ministry team has reviewed and supports this request
- □ All line items are necessary and costs are reasonable
- □ We have explored all possible revenue sources
- □ Minutes have been submitted to the church clerk

Ministry Leader Name (print): _____

Signature: _____ **Date:** _____

FOR FINANCE COMMITTEE USE ONLY

□ **APPROVED** □ **DENIED**	**Amount Approved: $**

Authorized Signature: _____ **Date:** _____

Comments/Conditions: