Budget Request Form

NO: | FY_____

This form is to be completed by departmental and ministry leaders on an annual basis to request funding on The Church Budget. **Complete form in its entirety.**

Today's Date _____/_____/_____ Your Name & Ministry/Department _____

Your Daytime Telephone _____ Your Email Address _____

DEPARTMENTAL/MINISTRY PARTNER

Sub-department of _____

Department Chair _____

AMOUNT BUDGETED LAST FY

AMOUNT OF EXPENSES YTD

AMOUNT REQUESTED FOR FY___: $_____.____

Itemize your expected expenses as much as possible:

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Continue on page 2 for additional itemization.

TOTAL FROM PAGE 2 $_____

Miscellaneous/Other Supplies $_____

TOTAL AMOUNT REQUESTED $_____

After prayerfully considering the needs of the ministry or department in which I serve at Trinity, I submit to The Church my requests.

_____ _____

Signature of Department/Ministry Leader Date Signed

_____ _____

Signature of Department Chair Date Signed

What is the mission statement/plan of your ministry or department for the next fiscal year (be specific, list goals and initiatives you plan to achieve)?

_____

_____

_____

_____

_____

_____

_____

_____

Continue on page 2, if needed.

Please share these thoughts with the members of your ministry.

IMPORTANT CONSIDERATIONS

-The Church Budget is comprised of the requests of ministry and departmental leaders. The leaders are considered to be Trinity's budget committee, and The Church must approve The Church Budget on an annual basis.

-The Church Budget is more than just a set of numbers relating to the expenses of particular departments. **The Church Budget is the annual mission plan for the church and is one of the most important documents at Trinity.** We hope you prepare your request prayerfully and thoughtfully to best carryout your particular ministry/department's mission.

-**Please think ahead.** Throughout each year you should begin compiling a list of expenditures in which your department will require for the next fiscal year.

-**Please complete this form and deliver it to the church office no later than** _____. If the church office is not in receipt of the request by the time mentioned above, your ministry/department may suffer from not being budgeted or may be placed under the direction of the church office.

-This form may be completed online at nevilstrinity.com and emailed to finance@nevilstrinity.org.

-If you should have any questions, please feel free to contact the Office of Finance.

Church Office Use Only ____ NEW

Received on _____ by _____

Account Codes _____

Nevils Trinity Baptist Church, Inc.
Marie Waters, Treasurer

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Budget Request Form P2

NO: P2 | FY_____

Mission Statement Continued from P1 _____

_____

_____

_____

_____

_____

Expected expenses itemized (continued from P1):

_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Enter the total amount of this list to the list on Page 1.

PAGE 2 TOTAL **$**_____

Initials of Department/Ministry Leader **AND** Department Chair:

_____ _____

Office Use Only

P2

Nevils Trinity Baptist Church, Inc.
Marie Waters, Treasurer

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