Mt. Zion United Methodist Church Ministry on Finance Policies and Procedures

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MINISTRY BUDGET REQUEST

Dear Chairperson,

It is that time again...budgeting! It is time to start the process of planning for your ministry for the coming year. Please complete the two — page budget request worksheet and submit to the church Finance Office. 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 coming year. The second section is used to identify proposed expenditures and revenue. 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 request should specifically meet ministry goals.
3. Provide timing of expenditures if not spread out evenly throughout the year.
4. Should fit into the total ministry of Mt. Zion.

The Ministries Team and Ministry on Finance will consider this input in comprising the ministry year budget for Mt. Zion at the Church Council.

Your prayerful and timely completion of these forms is greatly appreciated. We need everyone's input to ensure that the budget is complete and accurate. You will be called to meet with the ministries team to discuss your budget at a time to be set by the team.

In Christ and for the furtherance of His Kingdom.

Finance Ministry

Mt. Zion United Methodist Church Ministry on Finance Policies and Procedures

**FORM: BUDGET SUBMISSIOM**

**Date :**

**Ministry Name: Chairperson:**

**Chairperson's Phone: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **\_Goal #1 Estimated funds Needed:** |  | **Anticipated Receipts:**  |
|  |  |

**Program/Activity To Achieve This Goal:**

**Event Start/End Date: Is this a recurring date: yes no**

**How This Goal Connects With The Church's Mission:**

 **Goal #2 Estimated funds Needed: Anticipated Receipts:**

**Program/Activity To Achieve This Goal:**

**Event Start/End Date: Is this a recurring date: yes no**

 **How This Goal Connects With The Church's Mission:**

**Goal #3 Estimated funds Needed: Anticipated Receipts:**

**Program/Activity To Achieve This Goal:**

 **Event Start/End Date: Is this a recurring date: yes no**

 **How This Goal Connects With The Church's Mission:**

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**FORM: Budget Submission**

**Goal #4 Estimated Funds Needed: Anticipated Receipts:**

**Program/Activity To Achieve This Goal:**

**Event Start/End Date: Is this a recurring date: yes no**

**How This Goal Connects With The Church's Mission:**

**Goal #5 Estimated Funds Needed: Anticipated Receipts:**

**Program/Activity Tom Achieve This Goal:**

**Event Start/End Date: Is this a recurring date: yes no**

**How This Goal Connects With The Church's Mission:**

**TOTAL FUNDS NEEDED: TOTAL ANTICIPATED RECEIPTS:**

**Ministry on Finance**

**Total Funds Approved: Total Funds Not Approved:**

**Date:**

**This completed form will be sent to the Lay Leader, Church Council Chair, Finance Chair and Pastor**