This form is to be completed by auxiliary and ministry leaders to request funding on the church budget. **Please read and note changes as you complete this form in its entirety.**

Today’s Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of Auxiliary/Ministry/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person submitting request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

Please consult the Constitution & Bylaws for your Ministry’s Mission Statement. The budget shall only be used for your ministry mission.

**PLEASE THINK AHEAD**. We hope you will prepare your request prayerfully and thoughtfully to best carry out your mission’s goals. Throughout each year you should begin compiling a list of expenditures in which your auxiliary/ministry/department will require for the next fiscal year. Please complete this form and forward it to the Office Administrator (Sis. Deborah Perry), no later than **09/30/2022**.

What are the financial plans of your auxiliary/ministry/department for the next fiscal year?

(BE SPECIFIC: List goals and initiatives that involve the utilization of funds to meet those goals). **Please note your budget must be approved by the Budget Committee, before your ministry proceeds with any plans.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Continue on back)

**Expected expenses itemized Amount**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Budget Amount:** |  |

After prayerfully considering the needs of the auxiliary/ministry/department in which I serve at Springfield Baptist Church, I submit to the church my **requests.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Auxiliary/Ministry/Department Leader | Date Submitted |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reviewed By Deacon Liaison | Date |

**SPRINGFIELD BAPTIST CHURCH**

**4309 AUBURN KNIGHTDALE ROAD**

**RALEIGH, NC 27610**

**FROM: THE 2023 BUDGET COMMITTEE**

**TO: SBC MINISTRIES**

**THE BUDGET COMMITTEE HOPES THAT THIS LETTER FINDS YOUR MINISTRY IN GREAT SPIRITS. IT IS TIME FOR ALL MINISTRIES TO PREPARE THEIR 2023 ITEMIZED BUDGET. PLEASE LIST ALL EXPENSES THAT WILL AFFECT YOUR**

**MINISTRY, INCLUDING ITEMS THAT ARE CONSIDERED SELF-SUPPORTING EVENTS SUCH AS A TRIP OR RETREAT IN 2023. PLEASE SEE “ATTACHMENT A” BULLETS THAT MAY ASSIST YOU IN COMPLETING YOUR BUDGET.**

**WE ARE ASKING EACH MINISTRY TO FORWARD THEIR BUDGET TO THE OFFICE ADMINISTRATOR (SIS. DEBORAH**

**PERRY) BY (SEPTEMBER 30, 2022). IF YOU HAVE QUESTIONS, PLEASE CONTACT THE TREASURER @ 919-772-8078, EXT. 103.**

**THANK YOU,**

**DEACON WARRIE EVANS, JR.**

**BUDGET CHAIRMAN**

# ATTACHMENT A

* **REMINDER – THE BUDGET COMMITTEE WILL NO LONGER DETERMINE OR SUBMIT A BUDGET FOR MINISTRIES THAT FAIL TO TURN IN A BUDGET.**
* **BUDGETED FUNDS – INACCORDANCE WITH THE CHURCH’S BY-LAWS, BUDGETED FUNDS SHALL ONLY BE USED FOR YOUR MINISTRY’S MISSION.**
* **SELF-SUPPORTING EVENTS – FUNDS COLLECTED BY THE MINISTRY TO COVER THE COST OF AN EVENT ON OR OFF CAMPUS, MUST BE REPORTED AND TURNED INTO THE CHURCH TREASURER. THE FUNDS WILL THEN BE EXPENSED THROUGH THE PURCHAING OFFICE TO COVER EVENT COST.**
* **REIMBURSEMENTS – ALTHOUGH REIMBURSEMENTS HAVE BEEN DISCOURAGED IN THE PAST, THE CHURCH AS BEEN LENIENT IN COVERING INDIVIDUAL EXPENSES. EFFECTIVE IMMEDIATELY, ALL EXPENSES MUST GO THROUGH THE PURCHASING OFFICE. REIMBURSEMENTS WILL NO LONGER BE APPROVED.**