

# 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)?

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*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](http://nevilstrinity.com) and emailed to [finance@nevilstrinity.org](mailto: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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