Budget Request Form

Fiscal Year:_____

This form is to be completed by ministry leaders on an annual basis to request funding on the Church Budget. Complete entire form.

Today's Date:_____Name & Ministry:_____

Phone:_____Email Address:_____

Departmental/Ministry Partner

Sub-Department of _____
Department Chair _____

Amount Budgeted Last Fiscal Year: _____
Amount of Expenses Year-To-Date: _____
Amount Requested for Fiscal Year___:$_____._____

What is the mission statement/plan of your ministry for the next fiscal year? List goals and initiatives you plan to achieve.

_____
_____
_____
_____
_____
_____

Itemize your expected expenses:

	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$

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 in which I serve at _ Mt Zion Baptist Church.
I submit to the church my requests.

Signature of Ministry Chair **Date Signed**

Church Office Use Only

Received on _____by _____
Finance Chair: _____
Church Administrator:_____