

United Fellowship Baptist Church
“Being Diligent in Business”
(Proverbs 22:29)
2009 Budget Preparation

Statement of Preparation and Completion

We have prepared Budget Packages for your Ministry. This information will be inserted into the Church Budget upon completion. We are not planning to increase the 2009 budget vs 2008.

We hope and look forward to working with you in establishing the Church Budget for 2009. We are available to answer any questions or concerns you may have.

Please note: in order to present the Budget at our General Church Meeting in January 2009, please return your completed worksheets no later than November 30, 2008, by way of the following methods:

E-mail the forms to trustees@unitedfellowshipchurch.org or place the package in Trustee mailbox outside the Church Office.

The Ministries of the Church

As the Ministry Leaders, we need your help this year in preparing a clear and concise budget. We need to know your plans and your ideas. If an idea is in the working stage and is not fully developed, please let us know now. These ideas impact the overall budget. In other words, we need to be aware of every detail that goes into your mission. We have prepared worksheets to help in this area.

The Budget Package is made up of several components, which we feel will aide you in completing a concise budget proposal for 2009. We are asking that you complete each sheet where applicable.

The Ministry Event Worksheet

This worksheet was designed to assist you in planning your events. Be as detailed on these worksheets as possible. Submit a worksheet for each event.

The Income and Expense Worksheet

These worksheets are a summary of your proposed budget for 2009. List the total amounts of all income and expenses.

Look forward to a Trustee Review prior to submission to Pastor Brown for his review. The reviewing Trustee will notify you when your package has been submitted to the Pastor. During the Pastor’s review, look forward to being able to discuss your plans in further detail.

Prepared by the Trustee Ministry: Brother Ronald K. Jackson, Chairman and Monte Masters, Treasurer