

## Budget Request Worksheet

2007 - 2008 Ministry Year



It's that time again...Budgeting! It is time to start the process of budgeting for the Chapel ministries for the 2007 - 2008 Ministry Year. Attached is the form you will need to fill out and submit to the Finance Team as we develop the budget for the upcoming year. 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 upcoming year. The second section is used to identify proposed expenditures. You should list these items in order of priority.

As guidance to help you develop your budget request:

1. Use your current budget as a guideline; however you need to justify all expenditures.
2. You will be receiving a Ministry Expenses Report the first Sunday of June.
3. Budget requests should specifically meet your ministry goals.
4. Provide timing of expenditures if not spread out evenly throughout the year.
5. Designated Ministry Funds must also be budgeted to schedule expenditures and plan for cash flow.

Budgeting Timeline:

5/27/2007	Budget request forms distributed to ministry leaders
7/1/2007	Budget requests due from ministry leaders
7/10/2007	Proposed budget developed by the Finance team
7/24/2007	Proposed budget reviewed/finalized by the Elders
8/12/2007	Proposed budget is made available to the congregation
8/26/2007	Annual Members Meeting

Please submit your completed Budget Request form no later than Sunday, July 1. The Finance Team and the Body of Elders will consider this input in proposing the 2007 - 2008 Ministry Year Budget for Clearcreek Chapel at the upcoming Annual Church Meeting.

Your prayerful and timely completion of these items is greatly appreciated. We need everyone's input to ensure that the budget is complete and accurate.

In Christ and for the furtherance of His kingdom,

Tom Wiggershaus  
Finance Team Chairman