

Friendly Temple Missionary Baptist Church

Budget Planning Form

Ministry: _____

Event: _____

Instructions: Please review the events and activities that you have submitted for the year. For each of these, use the following spreadsheet to determine your expense needs. List the items that you will need first, and be sure to include the quantity needed.

For example: If you are planning a workshop or conference with an expected attendance of 200. Under the **supplies category**, you will possibly need 200 nametags, 5 pens for the registration table, 200 printed programs, etc; **food category** you will need either a breakfast, lunch or both to serve 200 participants.

NOTE: The budget you are requesting is NOT guaranteed; it will be submitted for approval.

Supplies		
<i>Items Requested</i>	<i>How Many Needed</i>	<i>Estimated Cost</i>
Food		
<i>Items Requested</i>	<i>How Many Needed</i>	<i>Estimated Cost</i>
Other – (gifts, T-shirts, handouts, certificates, speaker honorarium)		
<i>Items Requested</i>	<i>How Many Needed</i>	<i>Estimated Cost</i>
TOTAL ESTIMATED COST		