

Palestine Missionary Baptist Church

Of Jesus Christ

MINISTRY BUDGET REQUEST FORM

This form is to provide each ministry (large or small) an opportunity to present a request for funding for the upcoming fiscal year. Each ministry should be active in some form of outreach for the Church. Presenting a budget to the Finance Committee in a timely manner will allow for a smooth process from request to approval. If approved, it will be placed as a line item on the church financial budget and monitored along with other annual expenses of the Church.

1. Complete the form as instructed – filling in the Ministry name and contact information as requested. This will allow the Budget committee to contact you with questions (if necessary).
2. Insert your financial request for you ministry. (If you only have one event per year fill in one quarterly request). Remember to provide a description of your funding request activity.
 - a. If you plan to have significant activities throughout the year complete each quarterly request as indicated. (attach additional descriptive material where needed).
3. Total the form and submit your request to the Church office as soon as possible –
4. October 31st is the Deadline for receipt of this budget request form each year!

The forms will be forwarded to the Church Treasurer.

Thank You!

Palestine Ministry Budget Submission form

Funds request for what year: 20_____

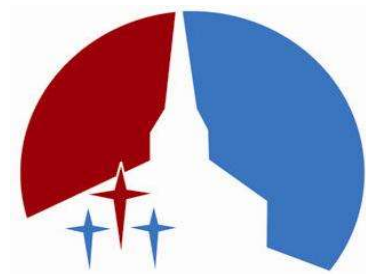
Ministry Name: _____

Ministry Chairperson: _____

Co-Chairperson: _____

Contact phone # _____

Date: ____/____/____



1st Qtr Budget request amount: \$ _____

Provide a brief description of use of proceeds

2nd Qtr Budget request amount: \$ _____

Provide a brief description of use of proceeds

3rd Qtr Budget request amount: \$ _____

Provide a brief description of use of proceeds

4th Qtr Budget request amount: \$ _____

Provide a brief description of use of proceeds

Total budget amount requested \$ _____

Reviewed By:

Treasurer: _____

Date: ____/____/____