



2017 BUDGET REQUEST FORM

**RETURN or SEND TO BILL LOVE no later than
SUNDAY, November 27, 2016**

INSTRUCTIONS:

1. Attached are the following reports:
 - a. General Fund Income Expense Statement 2014-9/30/2016
 - b. Restricted Fund Acct Balances as of 9/30/16
 - c. General Budget Expense Detail Report for your work area(s) (showing your actual expenses for 2015 and 2016 to date)
 - d. Current 2016 Approved Budget with Projections 2017-2018
2. The Finance Team is Requesting you completely review your budget, prepare your requests with as much detail as follow for 2017 with estimated needs for 2018 and 2019.
3. Please use the attached form and attach additional pages if necessary. (Computerized Word File available on Church Website)
4. Please keep a copy of your request for future reference. The Finance Team will also keep a notebook of these requests as we work through the Budget Process with the Mission Vision Team.
5. If you are going to raise funds in addition to any general budget request please remember to coordinate the request through the Finance Team who is merely trying to help with planning, coordination and avoidance of conflicts.
6. Make sure you prioritize your requests.
7. Also, make sure you review your projected needs for years 2018 and 2019 so we can anticipate major changes in the future.
8. The more detail you provide, the better the Mission Vision Team can weigh priorities to make sure our financial resources align with our Vision!!
9. BUDGET TIMELINE:

11/10 Mission Vision to finalize 2017 Goals

10/23-11/13 Stewardship Campaign – Together

11/23 Budget Requests **DUE**

11/29 Finance Reviews Requests – Prepare Rough Proposed Budget

12/8 Finance to Present Rough Budget to Mission-Vision for Direction and Prioritizing

12/27 – Finance Meets to Finalize Budget Recommendation

1/12/17 - Proposed Budget Submitted to Mission/Vision Team for Approval

REQUESTS ARE DUE NO LATER THAN November 23, 2016

IF YOU HAVE QUESTIONS, PLEASE CONTACT BILL LOVE

THANK YOU FOR YOUR ASSISTANCE!!!!

FINAL ANNOUNCEMENT – At our upcoming Leadership Training Event the Finance Team will be interviewing Work Area Leaders or their designee for use in Worship as an introduction to the Offering. This interview will be via video although it could be narration over photographs or other video of your Work Area activities. We could also video tape an interview with someone affected by your activity OR interview a member of the church affected by the activity. Please start thinking about this and be prepared to be interviewed at the Leadership Training Event.

Consider :

- Stories of how your ministry is touching and changing the lives of people with whom it comes in contact.
- How God has worked through your ministry area either through the lives of participants OR the lives of those being ministered to.
- The importance of your ministry area to the mission and vision of the church.
- The impact of the church's ministries on others.
- What ministries your area achieved this past year because of the support of the congregation?
- The activities and expected impact of such activities in the upcoming years (be specific and focus on any new plans).
- How the congregation was able to be involved and participate in your ministry area.
- Include personal stories of those affected by your ministry.

