



2020 BUDGET REQUEST FORM

**RETURN or SEND TO BILL LOVE no later than
SUNDAY, December 8, 2019**

INSTRUCTIONS:

1. Finance Reports, breakdowns of Budget Spending, restricted fund balances, etc. are available on the church website. If additional detail is needed, please send request to williamlove@cs.com.
2. The Finance Team is Requesting you completely review your budget, prepare your requests with as much detail as follow for 2020 with estimated needs for 2021 and 2022.
3. Please use the attached form and attach additional pages if necessary. (Computerized Template available on Church Website). We will accept spreadsheets or any written form that is discernable.
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 2021 and 2022 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:

12/8 Budget Requests **DUE**

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

TBA – Finance Meets to Finalize Budget Recommendation

1/9/20 - Proposed Budget Submitted to Mission/Vision Team for Approval

REQUESTS ARE DUE NO LATER THAN 12/9/18
IF YOU HAVE QUESTIONS, PLEASE CONTACT BILL LOVE
THANK YOU FOR YOUR ASSISTANCE!!!!

COMMITTEE / AREA	Contact Person	Date
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PRIORITY (1,2,3...)	DESCRIPTION (Attach Additional Pages if Needed)	How does Expense Meet the Work Area Goals	Month of Expenditure	2020 Request	Anticipated 2021 Request	Anticipated 2022 Request

