



# 2022 BUDGET REQUEST FORM

**RETURN or SEND TO BILL LOVE no later than  
SUNDAY, December 5, 2021**

## **INSTRUCTIONS:**

1. Finance Reports have been provided to Mission Vision and are available on the church website under Documents tab.
2. **It is CRITICAL that all areas with Budget Line Items completely review your budget proposal and return this Request Form with your requests for 2022 with estimated needs for 2023 and 2024.**
3. Please use the attached form and attach additional pages if necessary. (Word Template available on Church Website). We will accept spreadsheets or any written form that is discernable.
4. 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.
5. **Make sure you prioritize your requests.**
6. **Resources are tight. Mission-Vision will need to make critical decisions. The more detail you provide, the better the Mission Vision Team can weigh priorities to make sure our financial resources align with our Vision!!**
7. BUDGET TIMELINE:
  - 12/5 Budget Requests **DUE**
  - 12/9 Finance to Present Rough Budget to Mission-Vision for Direction and Prioritizing
  - 12/15 Finance Meets to Finalize Budget Recommendation
  - 1/13/22 - Proposed Budget Submitted to Mission/Vision Team for Approval
8. **Additional Attachments** – Detailed spending report for your budget areas for 2021 to date AND a budget worksheet for each of your responsible areas.

REQUESTS ARE DUE NO LATER THAN 12/5/2021  
IF YOU HAVE QUESTIONS, PLEASE CONTACT BILL LOVE  
THANK YOU FOR YOUR ASSISTANCE!!!!

_____ COMMITTEE / AREA	_____ <i>Contact Person</i>	_____ <i>Date</i>
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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	2022 Request	Anticipated 2023 Request	Anticipated 2024 Request

