



2025 BUDGET REQUEST FORM

**RETURN or SEND TO BILL LOVE - ASAP
SUNDAY, November 20, 2024**

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 2025 with estimated needs for 2026 and 2027.**
3. Please use the attached form and attach additional pages if necessary. 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. **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:
 - 11/20 Budget Requests **DUE**
 - 12/12 Present Rough Budget to Mission-Vision for Direction and Prioritizing
 - 1/9/24 – Final 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.

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	2025 Request	Anticipated 2026 Request	Anticipated 2027 Request
			TOTAL			

ON a SEPARATE PAGE, PLEASE IDENTIFY or DESCRIBE ways in which your Ministry Area (including names of individuals willing to speak, photograph, or video your activities) can be promoted or celebrated in reports (written, offering announcement or video) to the congregations about your activities!