

MINISTRY BUDGET REQUEST — NON-PROGRAM

Supplies, gifts, conventions, dues, equipment. For a program, workshop, retreat, or activity use Form SJBC-BR-P.
Submit to finance@williamsburgsjbc.org by August 31 for the following fiscal year.

This is the BUDGET stage. A line approved here is spent through the voucher process; a purchase not in the adopted budget requires an approved SJBC-BAR before any check is written.

SECTION 1 — MINISTRY AND CONTACT

Name of ministry / board		Fiscal year requested	Date submitted
Point of contact	Office in ministry	Email	Phone

SECTION 2 — PURPOSE

State what aspect of the church's goals this request supports, and name the Strategic Plan priority it serves where one applies.
What aspect of the church's goals is supported by this request?

SECTION 3 — ITEMS REQUESTED

Enter quantity and unit price; the line total and the grand total calculate automatically in Adobe Acrobat or Reader.

Description of item for purchase	Qty	Unit price	Line total	Comments
TOTAL, ITEMS REQUESTED \$				

SECTION 4 — OTHER PROPOSED EXPENSES

ADMINISTRATIVE COSTS \$	
OTHER (explain below) \$	
Other — please explain	
TOTAL AMOUNT REQUESTED FOR BUDGET \$	

COSTS, CERTIFICATION AND CHURCH RECORD

Sections 5 through 7 are completed by the ministry. Section 8 is completed by the Church.

Name of ministry / board

Fiscal year requested

Date submitted

SECTION 5 — REVENUE

Estimated revenue, if any \$

Will this generate revenue?

☐ Yes

☐ No

Source of the revenue and how it is received

All revenue is turned in to the Financial Secretary and receipted, and reported on Form SJBC-FR. No ministry retains revenue outside the church books.

SECTION 6 — SUPPORTING DOCUMENTATION

Attach estimates, quotes, or priced listings. Three vendor quotes are recommended, and quotes are required for any single item of \$500 or more.

Attached:

☐ Vendor quotes

☐ Catalog or web pricing

☐ Prior-year cost

☐ None — explained below

Number of vendors quoted

Lowest quote \$

If no quotes, explain

SECTION 7 — CERTIFICATION BY THE MINISTRY

We certify that this request is the work of this ministry, that the amounts are our best estimate, and that no vendor has been promised payment or commitment before adoption of the budget.

Ministry President / Chairperson signature

Printed Name

Date

FOR OFFICE USE ONLY — DO NOT WRITE BELOW THIS LINE

SECTION 8 — BUDGET COMMITTEE

Date received

Recommendation

☐ Approve

☐ Modify

☐ Deny

Amount recommended \$

Budget line assigned

Date of committee action

Comments / conditions

Budget Committee Chairperson signature

Printed Name

Date

ROUTING REFERENCE

1. The ministry submits this form to finance@williamsburgsjbc.org by August 31 for the following fiscal year.
2. The Budget Committee reviews all requests against church goals, prior-year expenditure, and available funds (Section 8).
3. The proposed budget goes to the Joint Board and then to the Church for adoption in December.
4. An adopted line is spent on Form SJBC-CR with a signed voucher; anything outside the adopted budget requires SJBC-BAR first.
5. The Clerk files this request with the budget file and retains it a minimum of seven years.