

MINISTRY BUDGET REQUEST — PROGRAM

*Program, workshop, retreat, or activity. One form per event. For supplies, gifts, dues, or equipment use Form SJBC-BR-S.
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; an expense 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 — THE EVENT

One form per event. A revival is one event; a family night held three times is three events.

Type of event (check one):

- ☐ Special worship service — anniversary, homecoming, youth day, and the like
☐ Class, workshop, or retreat — Vacation Bible School, training, and the like
☐ Fellowship, social, or community event — picnic, community day, youth outing

Who is invited (check one):

- ☐ Open — members of the church and the community are invited
☐ Closed — only members of the church or of this ministry are invited
☐ Church-wide — the entire church and the community are involved

Proposed date(s)	Time	If the date is undecided, month targeted	Persons expected
Location / rooms required	Facility Use Request submitted?	Church calendar cleared with the Clerk?	

SECTION 3 — PURPOSE AND DESCRIPTION

What aspect of the church's goals is supported by this event?

Brief description of the event — schedule of activities, speakers, and refreshments if applicable

COSTS, CERTIFICATION AND CHURCH RECORD

Sections 4 through 7 are completed by the ministry. Sections 8 and 9 are completed by the Church.

Name of ministry / board

Event

Fiscal year

SECTION 4 — PROPOSED PROGRAM EXPENSES

The total calculates automatically in Adobe Acrobat or Reader. A speaker or musician is paid on Form SJBC-CR; the Church does not pay an honorarium in cash.

SPEAKER FEE(S) \$

MUSICIAN FEE(S) \$

FOOD \$

FLOWERS AND DECORATIONS \$

ADMINISTRATIVE COSTS \$

OTHER (explain below) \$

Other — please explain

TOTAL AMOUNT REQUESTED FOR BUDGET \$

SECTION 5 — REVENUE

Estimated revenue, if any \$

Will this event 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 after the event. No ministry retains revenue outside the church books.

SECTION 6 — SUPPORTING DOCUMENTATION

Attached: ☐ Estimates or quotes ☐ Speaker or musician terms ☐ Prior-year cost ☐ None — explained below

If no documentation, 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 speaker, musician, or vendor has been promised payment or a date before adoption of the budget.

Ministry President / Chairperson signature

Printed Name

Date

CHURCH RECORD

Name of ministry / board

Event

Fiscal year

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

SECTION 9 — ADOPTION

Completed when the proposed budget carrying this line is acted on.

Date to the Joint Board

Joint Board action

☐ Recommended☐ Amended☐ Not recommended

Date of church vote

Amount adopted \$

Budget line as adopted

Filed by (Administrative Church Clerk)

Recorded in minutes?

☐ Yes☐ Pending

Church comments or conditions

ROUTING REFERENCE

1. The ministry submits one form per event 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. Rooms and dates are held only through the Facility Use process and the church calendar, not by this form.
5. An adopted line is spent on Form SJBC-CR with a signed voucher; the event is reported afterward on Form SJBC-FR.