

BUDGET / APPROPRIATION REQUEST

For expenditures not included in the approved annual operating budget
Submit to finance@williamsburgsjbc.org | Annual requests use Forms SJBC-BR-P / SJBC-BR-S (due August 31)

This form is required before a Check Request (SJBC-CR) can be processed for any expenditure not in the approved budget.

SECTION 1 — REQUEST INFORMATION

Requested By	Ministry / Department	Date
Phone	Email	Title / Role

SECTION 2 — APPROPRIATION DETAILS

Type of Request (check one):

- ☐ New budget line item (not in the current budget)
☐ Increase to an existing line (exceeds the remaining balance)
☐ Emergency appropriation (describe the urgency in Section 3)

If increasing — current budget line item

Amount Requested \$	Proposed Budget Line Name (if new)

Proposed fund: ☐ General ☐ Building ☐ Benevolence
One-time or recurring? ☐ One-time ☐ Recurring (include in next annual budget)

SECTION 3 — JUSTIFICATION

Purpose, need, and how this supports the church's mission (attach pages if needed)

What happens if this request is not approved?

Vendor quotes attached? ☐ Yes (required ≥ \$500) ☐ No — explain:

SECTION 4 — MINISTRY AUTHORIZATION

Ministry President/Chairperson must sign. If unavailable, the Vice President/Co-Chair may sign, with an explanation.

Ministry President / Chairperson Signature	Printed Name	Date

Signed by alternate — reason: ☐ Absent ☐ Conflict of interest ☐ Position vacant

FINANCIAL USE ONLY — DO NOT WRITE BELOW THIS LINE**SECTION 5 — FINANCE COMMITTEE REVIEW**

Current balance of proposed fund \$

Funds sufficient?

☐ Yes☐ No

If increasing — original budgeted amount \$

Spent to date \$

Recommendation: ☐ Approve as requested☐ Approve with modifications☐ Deny

Comments / Conditions

Finance Chairperson Signature

Printed Name

Date

SECTION 6 — APPROVAL AUTHORITY (per Approval Authority Matrix)*All budget amendments require the Pastor + Finance Committee. Amounts over \$5,000 require a church vote.**Benevolence requests also require the Deacon Board Chairman. Emergency: the Pastor may act; ratified at the next meeting.*☐ Req'd

Pastor

Printed Name

Date

☐ Approved☐ Denied☐ Req'd

Trustee Chairman

Printed Name

Date

☐ Approved☐ Denied☐ Req'd

Deacon Board Chairman (Benevolence only)

Printed Name

Date

☐ Approved☐ Denied**CHURCH VOTE (required over \$5,000):** ☐ Approved☐ Denied☐ N/A (\$5,000 or less)

Date of vote

Recorded in minutes

☐ Yes☐ N/A**SECTION 7 — POST-APPROVAL PROCESSING***Upon approval, the requestor may submit a Check Request (SJBC-CR) against the newly appropriated funds.*

New / amended budget line

Approved Amount \$

Date Updated

Budget updated by

Payroll notified?

☐ Yes☐ N/A

Administrative Church Clerk signature (confirming budget update)

Printed Name

Date

ROUTING REFERENCE

1. Requestor completes Sections 1–4 with the Ministry President/Chairperson signature. Submit to finance@williamsburgsjbc.org.
2. The Finance Committee reviews the fund balance, justification, and vendor quotes (Section 5).
3. Routed for approvals per the matrix (Section 6). Amounts over \$5,000 require a church vote.
4. Upon approval, the Clerk updates the budget (Section 7). The requestor then submits a Check Request (SJBC-CR).
5. Completed form filed by the Clerk. Retain a minimum of seven years.