



Budget Request Form

Fiscal Year: _____

Activity Idea submitted by: _____

Associated Ministry: _____

Date Submitted: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AS THOROUGH AS POSSIBLE

Name of Activity: _____

Please describe your activity purpose in 3-4 concise sentences: _____

Please list the individual(s) who are collaborating in this activity and their roles within the project development:

How will this activity play a factor in shaping its participants in meeting the church's mission of developing "Fully functioning followers of Christ?"

Please explain how this activity focuses on one or more of the following ministry objectives: *Worship, Ministry, Evangelism, Fellowship, and/or Discipleship*

What are the estimated costs for the implementation of the activity? Please provide a concise budget for finances requested on this form.

****Funds requested: \$

NAME OF PROJECT:		
ITEM DESCRIPTION	ACCOUNT	AMOUNT
1 Advertising (Outside)		
2 Awards/Gifts		
3 Entry or Registration Fees		
4 Equipment		
5 Equipment Rental		
6 Films/Videos		
7 Food/Food Supplies		
8 Fuel/Transportation for Participants		
9 Literature		
10 Lodging of Participants		
11 Materials and Supplies		
12 Nursery Care		
13 Outside Services/Labor		
14 Postage/Shipping		
15 Printing (In House) (0.07 pp for b/w; 0.13 pp for color)		
16 Printing (Outside)		
17 Speaker/Musician Expense		
18		
19		
20		
21		
22		
23		
24 TOTAL COST OF PROJECT (add lines 1-23)		
25 Anticipated Scholarship Gifts		
26 To Be Paid by Participants		
27 Anticipated Sales		
28		
29 TOTAL ANTICIPATED PROCEEDS (lines 24-28)		
30 BUDGET REQUEST (line 24 less line 29)		

IMPORTANT CONSIDERATIONS

The Church Budget is comprised of the requests of ministry and departmental leaders. The leaders are considered to _____ Budget Committee, and The Church must approve The Church Budget on an annual basis.

The Church Budget is more than just a set of numbers relating to the expenses of particular depts. The Church Budget is the annual mission plan for the church and is one of the most important documents at OZPBC. We hope you prepare your request prayerfully and thoughtfully to best carryout your particular ministry/department's mission.

Please think ahead. Throughout each year you should begin compiling a list of expenditures in which your department will require for the next fiscal year.

Please complete this form and deliver it to the church office no later than **October 31st**. If the church office is not in receipt of the request by the time mentioned above. Your Ministry/Department will suffer from not being budgeted.

If you have any questions, please feel free to contact your deacon.

This form may be completed online at www.ozpbc.org and/or emailed to info@ozpbc.org.

After prayerfully considering the needs of the ministry of department in which I serve at OZPBC. I submit to The Church my requests.

Signature of Department/Ministry Leader

Date Signed

Signature of Department Chair

Date Signed

Church Office Use Only

_____**NEW**

Received on _____ by _____

Account Codes _____

Orthodox Zion Primitive Baptist Church

Church Treasurer: _____