



# 2023 BUDGET REQUEST FORM

**RETURN or SEND TO the office no later than  
SUNDAY, December 11, 2022**

## **INSTRUCTIONS:**

1. Finance Reports have been provided to Church Council 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 2023 with estimated needs for 2024 and 2025.**
3. Please use the attached form and attach additional pages if necessary. (Word Template available on Church Website). 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 Church Council who is merely trying to help with planning, coordination and avoidance of conflicts.
5. **Make sure you prioritize your requests.**
6. **Resources are tight. Church Council will need to make critical decisions. The more detail you provide, the better the Church Council can weigh priorities to make sure our financial resources align with our Vision!!**
7. BUDGET TIMELINE:
  - 12/11 Budget Requests **DUE**
  - 12/15 Finance Chair to Present Rough Budget to Church Council for Direction and Prioritizing
  - 1/19/23 - Proposed Budget Submitted to Mission/Vision Team for Approval
8. **Additional Attachments** – Detailed spending report for your budget areas for 2022 to date AND a budget worksheet for each of your responsible areas.

**REQUESTS ARE DUE NO LATER THAN 12/11/2022**

_____ COMMITTEE / AREA	_____ Contact Person	_____ Date
---------------------------	-------------------------	---------------

PRIORITY (1,2,3...)	DESCRIPTION (Attach Additional Pages if Needed)	How does Expense Meet the Work Area Goals	Month of Expenditure	2023 Request	Anticipated 2024 Request	Anticipated 2025 Request

