

## **Budget Process**

### **Cokesbury United Methodist Church**

Woodbridge, Virginia

Cokesbury's Mission Statement 2005-2009:  
*"Loving others... as Christ first loved us"*

### **Budget Timeline:**

June - Distribute Budget Request information to committees. Completed requests should be returned to Box #7 BEFORE the August Finance meeting (2<sup>nd</sup> Tuesday);

July - Operational Estimate preparations;

August - Begin assembling Operational Estimate;

September - Finalize Operational Estimate and submit to Admin Council for approval, conduct Stewardship Campaign. Adopt items for Charge Conference (series 4000)

October - Incorporate Admin notations, Stewardship Campaign results, create Budget Proposal from Operational Estimate, and return to Admin for approval. Present category 4000 to Charge Conference.

### **Budget Process Notes:**

Cokesbury United Methodist Church is committed to developing and operating within a balanced budget that supports its Mission Statement. The budget is the financial plan through which the church's vision may be fulfilled. To develop an effective budget the church relies on the substantial participation of the leaders within the church.

**Please complete Budget Request forms and Worksheets and place in mailbox #7, Finance, before the August Finance meeting (2<sup>nd</sup> Tuesday)**

**Anyone needing support in completing the budget request for their committee should contact a member of the Finance Committee no later than July 31 for assistance. You may also attend the July Finance Committee meeting (2<sup>nd</sup> Tuesday at 7:00pm in the Fellowship Hall) for assistance.**

**Please Note:** Budget amounts for accounts not submitted prior to the August Finance meeting may be determined by the Finance Committee.

# Budget Request

## Cokesbury United Methodist Church Woodbridge, Virginia

Cokesbury's Mission Statement 2005-2009:  
"Loving others... as Christ first loved us"

**Please complete and place in mailbox #7, Finance, before the August Finance meeting (2<sup>nd</sup> Tuesday)**

**Committee:** \_\_\_\_\_ **Account Code:** \_\_\_\_\_  
(use a separate request form for each code)

**Chairperson:** \_\_\_\_\_

### Request Summary:

Total Requested Budget Amount: \$ \_\_\_\_\_

### Budget Request Timeline:

(provide dollar or percentage estimates for the months in which your expenditures may be expected. Leave blank if you expect each month to be equal.)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

### Budget Request Detail:

(provide an itemized listing of funding requests. Use worksheet if needed.)

**Description** **Amount**

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### Budgeted Fund Raising Detail:

(provide an itemized listing of ways in which your committee will raise funds)

**Description** **Amount**

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Additional forms are available in box #7 or at [www.CokesburyUMC.us/forms](http://www.CokesburyUMC.us/forms)

# **Budget Worksheet**

## **Cokesbury United Methodist Church** Woodbridge, Virginia

**Committee:** \_\_\_\_\_ **Account Code:** \_\_\_\_\_

*This worksheet may be used to breakdown items listed on the Budget Request form as an aid in determining actual cost requirements. Use additional worksheets as needed. They are available in mailbox #7 or on the web site.*

**Activity:** \_\_\_\_\_ (as listed on Budget Request Detail)

<b>Description</b>	<b>Amount</b>
_____	_____
_____	_____
_____	_____
_____	_____

**Activity:** \_\_\_\_\_ (as listed on Budget Request Detail)

<b>Description</b>	<b>Amount</b>
_____	_____
_____	_____
_____	_____
_____	_____

**Activity:** \_\_\_\_\_ (as listed on Budget Request Detail)

<b>Description</b>	<b>Amount</b>
_____	_____
_____	_____
_____	_____
_____	_____