

Seventh-day Adventist Church, Marabella

Finance Committee-Budget Proposal Template

This document is designed to assist you with the preparation of your budget proposal for the ensuing year. The information you provide will assist the Committee in its work of determining the budget for the Church for the year. The more information you provide the better able the committee is to conduct its business. Where adjustments to your requests are made, this information will be communicated to you. You are encouraged to keep a record of your receipt of disbursements to be aware of your balances to guide future requests.

N.B. The mission of the Church is evangelism, therefore every effort should be made to create programmes that are so geared (evangelistic in nature).

Heads of Departments (HoD) are asked to note the following:

- ✓ Funding of a budget is dependent on funds being available. These funds come from the offerings that are contributed via the Tithe slip (Budget/Covenant) and the offering bowls/baskets. The less offerings contributed the less funds that will be available.
- ✓ **ALL** requests for the disbursement of funds **MUST** be made on the form provided by the Finance Committee.
- ✓ For each disbursement of funds, the HoD as the department's accounting officer, is responsible for giving a **FULL ACCOUNT** of the dollar amount via cash register receipts, written receipts, and in the case of market produce purchases, a written list of the items purchased and the associated cost of each, signed by the HoD. You may be fortunate to find a market vendor willing to provide a written receipt or who will sign one provided by you, please take advantage of that facility.
- ✓ Receipts provided to account for expenditure **MUST** correspond with the items submitted on the request form.
- ✓ Be advised that the Finance Committee/Treasury *reserves the right to deny future disbursements* if full accounting of a previous disbursement is not done.
- ✓ This document should be prepared in duplicate with the department retaining one copy for their records and the other submitted to the Committee on or before the third week of November.

Department Name: _____

Quarter & Month	Programme/Activity	Objective(s)	Target Group	Financing Required Check one	Estimated Unit/Item Cost \$\$	Quantity	Estimated Total Cost \$\$
				Yes <input type="checkbox"/> No <input type="checkbox"/>			

Department Name: _____

Quarter & Month	Programme/Activity	Objective(s)	Target Group	Financing Required Check one	Estimated Unit/Item Cost \$\$	Quantity	Estimated Total Cost \$\$
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Department Name: _____

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