

UMMBC 2018 Budget Request Guidelines & Form

1. The UMMBC Budget Request form is the primary tool for communicating the amount of a ministry's or organization's budget request.
2. For the Budget year 2018, your budget request forms should be submitted to the church office no later than Friday, October 6, 2017.

3. All authorized church ministries have been or will be assigned a budget account number. Before completing your budget request for 2018, using the budget account number, please request a copy of your current "Account Inquiry – Detail" report (through August 2017) from the church accounting office or Rev. Martin. **A copy of this report should accompany your budget request form.**

Enter the approved 2017 budget amount in the space provided next to the "2017" heading. This amount is found on the top left of the August 2017 Account Inquiry – Detail report.

This is the starting point for your '2017 Total Year Expected Spending'. If your ministry/organization did not have a budget for 2017, you should submit your 2018 budget request and indicate the actual spending for 2017, if any.

If you need to request 2018 budget approval for a special item, such as the purchase of equipment or a new or special ministry/project, please submit a separate 2018 budget request form for that item/activity.

4. The 2017 Account Inquiry -Detail report (see 3 above) will show the summary of your monthly spending for 2017 as well as the details for your spending through August 2017. The 2017 information will also show a comparison of the actual to the budget for 2017.
5. **It is not acceptable to request a single lump-sum dollar amount for your budget request.** All budget requests should list the ministry programs and/or activities and associated expenses for each program or activity. A very short explanation of how each item/activity fulfills or assists the purpose of the ministry is required and will facilitate the approval process.
6. The "2017 Total Year" column should provide an itemized total of spending for the current year (2017). This will be represented by the amount in Column (3), which will be the actual spent year-to-date August 2017 (Column 1) plus the estimated spending for the remainder of the year (Column 2). Note: All amounts in Column 2 are estimates only.
7. The 2018 Total Year Budget Request should include an itemized list of requested spending for the upcoming year.
8. **If you use more than one sheet/form for your request, please fill in the space for the "page of pages" as shown at the bottom of the form. Also make sure that you indicate the total of the budget request (the total for all pages) at the bottom of the last page that is submitted.**
9. On a separate sheet of paper, please submit the name of your ministry, organization or committee and provide the names of the members. Also please indicate the officers by title and provide telephone numbers and email addresses.
10. If you have questions about completing the budget form, please contact Warren Leggett or Rev. Yvette Lovett Martin at 336-761-1358.