

Preparing A Local Church Budget



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Budget Process

1. Pastor should prepare a rough draft of budget for stewards and trustees.
2. Meet with each board and discuss the draft of each budget. Stewards and trustees make whatever revisions they agree on. Everyone gives their input.
3. After stewards and trustees have agreed on their budgets, the proposed budget should be presented to the Official Board for approval.
4. After approval by the Official Board, a church conference may be held. Every member of the church should be given a copy of the church budget. The budget should be explained, and any questions answered. The pastor and officers should seek to get every congregant to support the budget. Get every congregant who will to tithe, to give 10% of what they receive to the church.
5. Also get every congregant who is not tithing to pledge to give a certain amount each week to meet the budget.
6. When the budget is approved, the finances of the church should be disbursed in accordance with line items in the budget.
7. Every church according to AMEC Discipline should have a Commission on Stewardship and Finance
8. If there is a need to change what has been approved in the budget, the Official Board must approve the change.
9. A semi-annual financial report should be given to the congregation, so they are aware of the financial status of the church.

Draft Local Church Budget

Church Congregation – 30 active members

Expenditures

Stewards Expenditures - \$28,719.00

Salaries -\$ 17,294.00

- a. Pastor - $\$150.00 \times 52 = \$10,000.00$
- b. Presiding Elder - $\$150.00 \times 7 = \1050.00
- c. Musicians - $\$100.00 \times 52 = \5200.00
- d. Pastor Annuity - \$936.00
- e. P E Annuity - \$108.00
- f. Church Secretary - $\$100.00 \times 12 = \1200.00

Travel -\$1500.00

AME Church - \$3225.00

- a. Connectional - $\$300.00 \times 4 = \1200.00
- b. SED - $\$700.00 \times 2 = \1400.00
- c. District Conference = \$200.00
- d. Sunday School Convention = \$150.00
- e. Leadership Congress = \$275.00

Christian Education- \$5,000.00

1. Church Growth
2. Christian Education
3. Handling Money God's Way
4. Social Action

Supplies - \$500.00

Trustee Expenditures - \$10,500.00

Utilities -\$4500.00

- a. Electric - $\$150.00 \times 12 = \1800.00
- b. Gas $\$75.00 \times 12 = \900.00
- c. Water - $\$75.00 \times 4 = \300.00
- d. Telephone - $\$125.00 \times 12 = \1500.00

Insurance - \$3000.00

- a. Church - $\$250.00 \times 12 = \3000.00

Contingency - \$1500.00

- a \$1500.00

Maintenance and Upkeep - \$1500.00

Total Expenditures = \$39,069.00

Income

Tithes – $\$50.00 \times 5 \times 52 = \$13,000.00$

Collection – $\$20.00 \times 25 \times 52 = \$26,000.00$

Church Anniversary – \$1750.00

$\$100.00 \times 10 = \1000.00

$\$ 50.00 \times 15 = \750.00

Conference Claims – \$300.00

$\$10.00 \times 15 \times 2 = \300.00

Miscellaneous Income - \$1000.00(visitors, special gifts, etc...)

Total Income = \$42, 050.00

Recapitulation

Income – 42,050.00

Expenditures – 39,219.00

Balance - \$2,831.00

Notes

- Tithing Church – everyone gives 10% of income
- Membership Pledges - \$42,050.00 divided by 30 = \$1,402.00 (each member pledges to give \$1,402.00 during the year or \$27.00 a week)
- Needed weekly to meet budget - \$809.00
- Needed monthly to meet budget - \$3,504.00

Draft Local Church Budget

Church Congregation - Based on 150 active members

Expenditures - \$156,182.00

Stewards - \$128,382.00

Salaries –\$83,632.00

- a. Pastor - $\$600.00 \times 52 = \$31,200.00$
- b. Housing – $\$1200 \times 12 = \$14,400.00$
- c. Presiding Elder - $\$400.00 \times 7 = \2800.00
- d. Musicians - $\$400.00 \times 52 = \$20,800.00$
- e. Pastor Annuity - \$3,744.00
- f. Presiding Elder Annuity - \$288.00
- g. Church Secretary - $\$200.00 \times 52 = \$10,400.00$

Travel - \$2500.00

AME Church – \$16,125.00

- a. Connectional - \$10,500.00
- b. SED - \$5000.00
- c. District Conference - \$200.00
- d. Church School Convention - \$150.00
- e. Leadership Congress - \$275.00

Contingency - \$5,000.00

Trustee - \$27,800.00

Utilities – \$12,600.00

- a. Electric - $\$325.00 \times 12 = \3900.00
- b. Gas - $\$325.00 \times 12 = \3900.00
- c. Water - $\$225.00 \times 4 = \900.00
- d. Telephone - $\$325.00 \times 12 = \3900.00

Maintenance and Upkeep – \$5200.00

- a. Custodian - $\$100.00 \times 52 = \5200.00

Insurance - \$4000.00

- a. Property - \$3000.00
- b. Liability - \$1000.00

Landscaping - \$3000.00

Repairs and Equipment - \$3,000.00

Income - \$254,875.00

Tithes – $\$50 \times 50 = \$2500.00 \times 52 = \$130,000$

Collection - $\$20 \times 100 = \$2000.00 \times 52 = 104,000.00$

Church Anniversary- \$10,000.00

$\$100 \times 50 = \$5,000.00$

$\$50 \times 100 = \5000.00

Women's Day – \$5,250.00

\$50 x 25 = \$1250.00

Other = \$4000.00

Men's Day – \$2625.00

\$25 x 25 = \$625.00

Other = \$2000.00

Miscellaneous - \$1000.00 (visitors, special gifts, etc...)

Conference Claims - $\$10 \times 100 = \$1000.00 \times 2 = \$2000.00$ (Annual Conference and Mid-Year)

Recapitulation

Income - \$254,875.00

Expenditures - \$183, 982.00

Balance - \$70,893.00

Notes

- Tithe -Based on only 50 congregants tithing. Assuming they make \$500.00 a week and give 10%, \$50.00 a week. Most people income is more than \$500.00 a week or \$26,000.00 a year.
- Collection – Based on 100 congregants giving \$20.00 a week
- To meet budget weekly church must raise \$3,538.00. Each member gives \$23.50 each week
- To meet church budget church must raise \$15, 332.00



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