

**St. Mary Magdalene Catholic Church**  
**Ministry Budget Request Worksheet July 1, 2015 - June 30, 2016 Fiscal Year**

It is time to start the process of budgeting for Fiscal Year 2015-2016istry Year. Attached is the form you will need to fill out and submit to the Director of Business Administration as we develop the budget for the upcoming year. Please note that the form is divided into two sections. The first section provides you with space to list the plans/activities for your ministry for the upcoming year. The second section is used to identify proposed expenditures. You should list these items in order of priority.

**As guidance to help you develop your budget request:**

1. Use your current budget as a guideline; however, you need to justify all expenditures.
2. Budget requests should specifically meet your ministry goals.
3. No budgets automatically carry forward; all ministries planning to spend money must submit a budget request.

**Proposed Budgeting Timeline:**

April /2015	Budget request forms distributed to ministry leaders and staff
May 1, 2015	Budget requests due from ministry leaders to SMMCC Business Administrator.
May/June 2015	Finance Council sub-committee meeting to review requests
June 2015	Proposed budget reviewed/finalized and approved by the Finance Council.
July 2015	Approved budget is made available to the parishioners.

Please submit your completed Budget Request form no later than Friday, May 1st. We would like you to submit your Budget Request form by either: 1) completing the attached sheet and emailing back or 2) dropping it off at the secretary's office (attn.: Bert Chavez). All forms should be emailed to: bert@smmcc.org

The Finance Council will review this input for consideration in approving and presenting the St. Mary Magdalene Catholic Church's 2014/2015 Fiscal Year Budget.

Your prayerful and timely completion of these items is greatly appreciated. We need everyone's input to ensure that the budget is complete and accurate.

In Christ,

Bert Chavez

Director of Business Administration

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**SECTION I**

**Ministry Planning and Objectives**

Ministry	Leader's Name
<b>Ministry Activities/Plans for 2014/2015</b>	



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**Activity:** \_\_\_\_\_

Anticipated Revenue		Anticipated Income
Registration Fees \$	X	Participants
Donations		
Source 1:		\$
Source 2:		\$
Source 3:		\$
Other		\$
<b>Estimated Revenue</b>		<b>\$</b>
Anticipated Expenses		Anticipated Costs
Speaker Costs		
Speaker Travel		\$
Speaker Honorarium		\$
Off-site Facility Rental Cost		\$
Deposit Amount: \$		When needed: \$
Lodging: \$	X	Rooms X
		Nights
Meal Functions:		\$
Breakfast \$	X	People
Lunch		\$
People		X
Dinner	\$	X
People		
Decorations		\$
Materials and Supplies		\$
Gifts and Prizes		\$
Printing and Copying		\$
Other		\$
<b>Total Anticipated Expenses</b>		<b>\$</b>
<b>Net Gain (Loss)</b>		

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**Activity:** \_\_\_\_\_

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		\$
Donations		
Source 1:		\$
Source 2:		\$
Source 3:		\$
Other		\$
<b>Estimated Revenue</b>		<b>\$</b>
Anticipated Expenses		Anticipated Costs
Speaker Costs		
Speaker Travel		\$
Speaker Honorarium		\$
Off-site Facility Rental Cost		\$
Deposit Amount: \$		When needed:
		\$
Lodging: \$	X	Rooms X
		Nights
		\$
Meal Functions:		\$
Breakfast \$	X	People
		\$
Lunch		\$
People		X
		\$
Dinner	\$	X
People		\$
Decorations		\$
Materials and Supplies		\$
Gifts and Prizes		\$
Printing and Copying		\$
Other		\$
<b>Total Anticipated Expenses</b>		<b>\$</b>
<b>Net Gain (Loss)</b>		

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<b>Estimated Revenue</b>		<b>\$</b>
Anticipated Expenses		Anticipated Costs
Speaker Costs		
Speaker Travel		\$
Speaker Honorarium		\$
Off-site Facility Rental Cost		\$
Deposit Amount: \$ When needed:		\$
Lodging: \$	X Rooms X Nights	\$
Meal Functions:		\$
Breakfast \$	X People	\$
Lunch	\$ X	\$
People		
Dinner \$	X	\$
People		
Decorations		\$
Materials and Supplies		\$
Gifts and Prizes		\$
Printing and Copying		\$
Other		\$
<b>Total Anticipated Expenses</b>		<b>\$</b>
<b>Net Gain (Loss)</b>		