

**Poplar Springs Christian Church
Budget Request Form**

Name of Ministry _____

Today's Date _____ Date Funds are Needed _____

Contact Person Name/Phone _____

Please give a brief explanation for budget request (Example: ABC ministry teen fling)

Instructions: Before requesting funds, please have the name and prices for each vendor you are planning to use. Each vendor should be listed along with the price (or estimate) of any item or service in the specific areas below.

If there is food being served please attach your requested menu. Budget guidelines are noted on the back of this form. Don't forget to add the cost of additional kitchen staff in the itemization below as these costs will come out of your ministry budget also (see reverse side for amounts allowed)

Note: Checks for outside speakers will be made payable directly to the speaker

Name of Vendor or Speaker	Name of Item/Service	Price per item/service	Total
<i>EX: Dominos Pizza</i>	<i>3 large pizzas</i>	<i>\$10.00</i>	<i>\$30.00</i>
		Grand Total	

Poplar Springs Christian Church Guidelines for Ministry Budget Requests

Workshops and Conference:

- Honorariums – there will be a \$150 per speaker maximum, with the total honorarium budget amount not to exceed \$300. If speaker is not local, consideration will be given to accommodate travel expenses, but these must be approved by the Trustee Chair and will still not exceed \$300 for workshops.

Example 1(Acceptable)		Example 2(Acceptable)	
Speaker 1	\$150	Speaker 1	\$100
Speaker 2	\$75	Speaker 2	\$100
Speaker 3	\$75	Speaker 3	\$100

- Lunch or refreshments – there will be a \$350 maximum to be disbursed as follows:
 - 1 – 50 attendees – \$150 food (+ 1 additional kitchen staff @ \$45 each)
 - 51 – 150 attendees – \$250 (+ 2 add'l staff @ \$45 each)
 - Over 150 – \$350 (+ 3 add'l staff @ \$45 each)
- Other workshop expenses should be itemized on your budget request form on other side

Distribution of Funds

- Funds should be requested at least 2 weeks prior to the event
- Funds must be used for the purpose stated on the request form
- Prior approval is required for all cash reimbursements
- No seed money will be provided for events
- Annual budget requests must be turned in by **September 1** of each year for consideration
- There will be no amendments to the church budget after it has been approved by the congregation

NOTE: Items that will not be approved

The following items will not be approved and should not be included on your request: expenses such as refreshments for monthly meetings, donations to community church programs, trips for individuals that do not benefit the whole church and miscellaneous projects such as holiday outreach events.