



CANAAN BAPTIST CHURCH
"The Gem of Germantown"

2024 Ministry Budget Request Form

Please use this form to outline any expenses your ministry expects to incur between January 1, 2024 and December 31, 2024

Name of Ministry: _____

Date Submitted: _____

Servant Leader's Name: _____

Sections Completed (Check At Least One)

Servant Leader's Phone & Email: _____

Section A: Supplies & General Expenses

Section B: Events & Activities

Servant Leader's Signature: _____

Multiple Forms Attached

Instructions

This form has two sections: Section A for Supplies & General Expenses and Section B for Events & Activities. Use each section as appropriate to outline your anticipated expenses for 2024. If necessary, you may use multiple forms. You MUST complete columns A through F for each expense/event.

Notes: (1) Your approved allocation may not be equal to your requested amount; (2) Your event date may need to be adjusted due to facility availability or other factors; (3) If your allocation is approved, regardless of amount, a lead time of 45 calendar days is needed to process a request for funds or reimbursement.

Section A: Supplies & General Expenses

Use this section to outline all anticipated general expenses for 2024. Examples include supplies, equipment, subscriptions, etc. (If necessary, attach multiple forms)

A	B	C	D	E	F	BUDGET COMMITTEE
Expense	Reason for Expense	Type (One-Time or Recurring)	Expected # of Attendees	Requested Budget Amount	Expected Revenue (If Any)	Approved Allocation
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
TOTALS FOR 2024				\$	\$	\$



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Section B: Events & Activities

Use this section to outline all planned/scheduled events for 2024. All events must be approved by the Senior Pastor. (If necessary, attach multiple forms)

A	B	C	D	E	F	BUDGET COMMITTEE
Name of Event/Activity	Reason for Expense	Requested Date	Expected # of Attendees	Requested Budget Amount	Expected Revenue (If Any)	Approved Allocation
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
TOTALS FOR 2024				\$	\$	\$

Approvals - For Budget Committee Use ONLY

Budget Committee Approval: _____

Date Received: _____

Trustee Chair/Director of Operations: _____

Total Allocation: \$ _____

Senior Pastor: _____