

UMMBC 2019 Budget Request Guidelines & Form

The UMMBC 2019 Budget Request form is the primary tool for communicating the amount of a ministry or organization's budget request. The form is available from the church office, upon request, or from the Information Desk in the 2nd Floor vestibule.

1. For the Budget year 2019, your budget request forms should be submitted to the church office no later than Monday, October 8, 2018.
2. All authorized church ministries have been or will be assigned a budget account number. Before completing your budget request for 2019, using the budget account number, please request a copy of your current "Account Inquiry – Detail" report (through August 2018) from the church accounting office (accounting@unitedmetropolitan.org) or from Rev. Martin. ***A copy of this report should accompany your 2019 budget request form.***
3. Enter the approved 2018 budget amount in the space provided next to the "2018" heading. This amount is found on the top left of the August 2018 Account Inquiry – Detail report.
4. This is the starting point for your '2018 Total Year Expected Spending'. If your ministry/organization did not have a budget for 2018, you should submit your 2019 budget request and indicate the actual spending for 2018, if any.
5. **If you need to request 2019 budget approval for a special item, such as the purchase of equipment or a new or special ministry project, please submit a separate 2019 budget request form for that item/activity.**
6. The 2018 Account Inquiry -Detail report (see 2 above) will show the summary of your monthly spending for 2018 as well as the details for your spending through August 2018. The 2018 information will also show a comparison of the actual to the budget for 2018.
7. **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 one line explanation/description of how each item/activity fulfills or assists the purpose of the ministry or organization is required and will facilitate the approval process.**
8. The "2018 Total Year" column should provide an itemized total of spending for the current year (2018). This will be represented by the amount in Column (3), which will be the actual spent year-to-date through August 2018 (Column 1), plus the estimated spending for the remainder of the year (Column 2). Note: All amounts in Column 2 are estimates only.
9. The 2019 Total Year Budget Request (the bottom portion of the form), should include an itemized list of requested spending for the upcoming year.
10. **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.**
11. 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.
12. If you have questions about completing the budget form, please contact Warren Leggett or Rev. Yvette Lovett Martin at 336-761-1358.

**UNITED METROPOLITAN MISSIONARY BAPTIST CHURCH
MINISTRY/ORGANIZATION BUDGET REQUEST FORM
2019 BUDGET REQUEST**

MINISTRY/ORGANIZATION _____ Date Submitted _____
Budget Account No. _____
Chairperson/President _____ Telephone No. _____
Submitted by _____ Email _____

PLEASE ITEMIZE YOUR BUDGET REQUEST (see 2019 budget request guidelines)
PLEASE ATTACH A SEPARATE LISTING OF MINISTRY MEMBERS WITH OFFICERS IDENTIFIED

DEADLINE FOR SUBMISSION: MONDAY, **October 8, 2018**

2018	APPROVED BUDGET	\$ _____	(Attach August 2018 Budget Detail from Accounting)		
Item No.	2018 Program Name or Activity Description **Attach Copy of August 2018 "Account Inquiry Detail" [Request from Church Accounting Office]	2018 Actual \$\$\$ Amount			
		What you have spent thru August 2018** (1)	What you will spend thru Dec. 2018 (2)	2018 Total Year Expected Spending (1) + (2)= (3)	
** Obtain copy from church accounting office (it can be emailed).					

2019		
Item No.	2019 Program Name or Activity Description	2019 \$\$\$ Budget Request

Total Page _____ of _____ Pages