

## Harris Chapel Church of God in Christ Budget Request Form

NO: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ (Page 1)

*This form is to be completed by departmental and ministry leaders on an annual basis to request funding from the Trustee Board. Complete form in its entirety.*

Today's Date: \_\_\_\_\_ Your Name & Ministry/Dept.: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

<p><b>DEPARTMENTAL/MINISTRY</b>                  Sub-Department of: _____                  Department Chair: _____</p> <hr/> <p>Amount Budgeted Last Fiscal Year: _____</p> <p>Amount Of Expenses Year-to-date: _____</p> <p>Amount Requested For Sept. – Dec. : _____</p>	<p>What is the mission statement/plan of your ministry or department for the next fiscal year (be specific list goals and initiatives you plan to achieve)?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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### IMPORTANT CONSIDERATIONS

The Church Budget is comprised of the requests of ministry and departmental leaders. The leaders are asked to submit said budgets to the Trustee Board, and the Trustee Board must approve said budget on an annual basis.

Harris Chapel COGIC Budget is more than just a set of numbers relating to the expenses of particular depts. The Harris Chapel COGIC Budget is the annual mission plan for the church and is one of the most important documents for the church body. We hope you prepare your request prayerfully and thoughtfully to best carryout your particular ministry/department's mission.

Please think ahead. Throughout each year you should begin compiling a list of expenditures in which your department will require for the next fiscal year.

**Please complete this form and deliver it to the church no later than the last week in September.** If the church office is not in receipt of the request by the time mentioned above, your Ministry/Department may suffer from not being budgeted or maybe placed under the direction of the church office.

If you have any questions, please feel free to contact Deacon Donald Wayne Wilson, Chair of the Trustee Board at 901-377-7878.

After prayerfully considering the needs of the ministry of the department in which I serve at Harris Chapel COGIC, I submit to the Trustee Board my request.	<b>Church Office Use Only</b> _____ <b>New</b> Received on _____ by _____
<b>Signature of Department Leader      Date Signed</b>	Account Codes: _____
<b>Signature of Sub-Department Chair      Date Signed</b>	<b>HARRIS CHAPEL COGIC</b> <b>Deacon David Harris, Treasurer</b> <b>Deacon John Bland, Co-Treasurer</b>

**Harris Chapel Church of God in Christ Budget Request Form  
NO:                      Fiscal Year:                      (Page 2)**

<i>Expected Expense Itemized</i>	<i>Office Use Only</i>
_____ \$ _____	
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<b>Enter the total amount of this list. \$ _____</b>	

<b>Initials</b> <b>Department Leader and Sub-Department Chair</b>  _____	<b>Harris Chapel Church of God in Christ</b> <b>6941 Sledge Road</b> <b>Millington, TN 38053</b> <b>Deacon David Harris, Treasurer</b> <b>Deacon John Bland, Co-Treasurer</b>
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