FORT FOOTE BAPTIST CHURCH

SPENDING PLAN

**PURPOSE:** The spending plan will allow the Church Administrator, the Treasurer and the Finance Committee to review, approve and PLAN for spending on a yearly basis. The Finance Committee will be able to determine future spending rates and their impact on the finances of the church.

**POLICY:** This form must be completed to show how your committee or ministry plans to spend church allocated funds. The Spending Plan is due annually on **OCTOBER 31**.

**SPENDING PLAN PROCEDURE:**

1. Complete top part of form; be sure to identify the month and date of activity/activities.

2. Enter funds you plan to spend for each activity. If cost of your activity is $100.00 or more, please also complete a Budget Event Worksheet.

3. Identify when items will be purchased (quantity and amount) keeping in mind your activity date. You should work backwards from **that** date to ensure, all materials, venues, and etc. are in place prior to the actual activity date. A Purchase Request Form should be completed for all purchases of $50.00 or more.

4. Submit the form to the Finance Committee for review and processing either by email or in the Finance mailbox.

The form must be reviewed and approved by the Church Administrator and the Church Treasurer prior to any monies being spent.

Any cost incurred prior to approval could result in ministry funds being taken away for non compliance.

A copy of the approved form(s) will be forwarded to the Church Accountant and a copy returned to the Ministry Chair.

***Please keep in mind any office supplies i.e.: paper, tape, staples, folders and files should be requested through the Church’s Administrative Assistant and ordered as part of church office supplies NOT as a cost to the ministry.***

FORT FOOTE BAPTIST CHURCH

SPENDING PLAN

**Ministry Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget Allocation: \_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MONTH | | Activity | | Initiative | | Items | | Quantity | | Total Cost | Comments | |
| January |  | |  | |  | |  | |  | |  |
| February |  | |  | |  | |  | |  | |  |
| March |  | |  | |  | |  | |  | |  |
| April |  | |  | |  | |  | |  | |  |
| May |  | |  | |  | |  | |  | |  |
| June |  | |  | |  | |  | |  | |  |
| July |  | |  | |  | |  | |  | |  |
| August |  | |  | |  | |  | |  | |  |
| September |  | |  | |  | |  | |  | |  |
| October |  | |  | |  | |  | |  | |  |
| November |  | |  | |  | |  | |  | |  |
| December |  | |  | |  | |  | |  | |  |
| Total Allocation |  | |  | |  | |  | | $ | |  |

**Office Use:**

Approved: \_\_\_ Disapproved: \_\_\_\_\_ Signature: Church Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_ Disapproved: \_\_\_\_\_ Signature: Church Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Returned to Ministry/Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_