



NCC Women's Ministries Sample Budget Form For local churches

Proposed Budget for Women's Ministries

DATE: _____

Office Expense	
Duplicating	\$ _____
Postage	\$ _____
Stationary	\$ _____
Telephone	\$ _____
Other	\$ _____
TOTAL	\$ _____

Meetings

_____ Meeting(s) for Women

Speaker's Fee	\$ _____
Transportation	\$ _____
Lodging	\$ _____
Other	\$ _____

Conference or Union-wide Meetings

	\$ _____
TOTAL Meeting Expense	\$ _____

Travel

Christian Women's Retreat	\$ _____
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TOTAL BUDGET \$ _____

A budget is, at best, simply an estimate as to the amount of money you think you will spend during a specific time period. Sometimes budgets must be revised during that time due to over-expenditures and/or unexpected needs that arise. The revision is to make adjustments from one account to another, still staying within the original budget.

Budget Suggestions

Be reasonably generous with your budget, for committees usually reduce them, sometimes little and sometimes much. It is better to ask and not receive quite what you wish, than not to ask and receive much less.

In presenting your budget to the church board or finance committee, do your homework and be able to show the basis on which you have come up with the numbers and amounts you are requesting.

Keep in mind that the unions, conferences and local churches have the responsibility to use money wisely. Work closely with your administration.

Be sure to document in writing your activities and their results that have been apparent in so many of our meetings and retreats:

1. Women feel good about their church that provides just such opportunities.
2. Women are inviting friends who are lukewarm members to attend the meetings and these friends are experiencing and responding, once again, spiritually and socially with the church.
3. Christian Women's Retreats and meetings are being a significant factor in woman deciding for baptism and rebaptism.
4. Often Women's Ministries events are an ideal venue for women to invite their non-member friends to become acquainted with the church.

Keep good records of all expenditures as well as all money that is collected. Receipts should be saved to verify how money was spent.

Always thank the church board in writing and verbally for their support, interest and encouragement, no matter to what degree.

Remember that the conference has matching grant funds available for specific events for women. Be sure to apply for the 60% grant aid up to \$300. Be sure to send budget details when applying and also to send a follow up report showing how your grant was used.