

BUDGET REQUEST FORM

FISCAL YEAR 2026

This form is to be completed by auxiliary and ministry leaders to request funding on the church budget.  
Please read and note changes as you complete this form in its entirety.

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of Auxiliary/Ministry/Department \_\_\_\_\_

Contact Number \_\_\_\_\_ Person submitting request \_\_\_\_\_

IMPORTANT CONSIDERATIONS

The budget shall only be used for your ministry mission. Please consult the Constitution & Bylaws for your Ministry's Mission Statement or, if your ministry is not currently listed in the Constitution & Bylaws, refer to your ministry's mission as approved by the Pastor.

**PLEASE THINK AHEAD**. We hope you will prepare your request prayerfully and thoughtfully to best carry out your ministry's goals for the 2026 Budget year. Once your ministry has outlined its goals for 2026, please discuss those plans with your Deacon Liaison. Please complete this form and have it signed by your assigned Deacon, then forward it to the Office Administrator (Sis. Deborah Perry), no later than **10/01/25**.

What are the financial plans of your auxiliary/ministry/department for the next fiscal year?  
(BE SPECIFIC: List of goals, initiatives and dates for proposed events that will require church funds.)

**Please note your budget must be approved by the Budget Committee, before your ministry proceeds with any plans. Unused funds DO NOT carry over to any subsequent budgets.**

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(Continue on back)

| Itemized expected expense & date anticipated | Amount |
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| <b>Total Budget Amount:</b>                  |        |

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After prayerfully considering the needs of the auxiliary/ministry/department in which I serve at Springfield Baptist Church, I submit to the church my **requests.**

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 Signature of Auxiliary/Ministry/Department Leader

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 Date Submitted

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 Reviewed By Deacon Liaison

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 Date

**SPRINGFIELD BAPTIST CHURCH**  
**4309 AUBURN KNIGHTDALE ROAD**  
**RALEIGH, NC 27610**

FROM: THE 2026 BUDGET COMMITTEE

TO: SBC MINISTRIES

The budget committee hopes that this letter finds your ministry in great spirits. It is time for **all** ministries to prepare their 2026 itemized budget. Please list all expenses that will affect your ministry, including items that are considered self-supporting events such as a trip or retreat in 2026. please see **“Attachment A”** bullets that may assist you in completing your budget.

Once your budget is completed and signed by your Deacon Liaison, please forward your budget to the office administrator (sis. Deborah Perry) by **(October 1, 2025)**. If you have questions, please contact the treasurer @ 919-772-8078, ext. 103. THANK YOU,

Bro. Jerry Pugh  
BUDGET CHAIRMAN  
ATTACHMENT A

- **Reminder** – the budget committee will no longer determine or submit a budget for ministries that fail to turn in a budget.
- **Budgeted funds** – in accordance with the church’s by-laws, budgeted funds shall only be used for your ministry’s mission.
- **Self-supporting events** – funds collected by the ministry to cover the cost of an event on or off campus, must be reported and turned into the church treasurer. The funds are made available to purchasing office to cover your event cost.
- **Reimbursements** – **Reimbursements will no longer be approved and effective immediately, ALL expenses must go through the purchasing office.**