

Quick Guidelines to the Preparation of 2017 Ministry budget.

- a) Dateline for submission – last week of August – 4th September 2016.
- b) Submission form – as per attached (please use this version)

Part A:

1. Look at your 2016 actual expenses from January to July.
2. Extrapolate common expenses for August to December – e.g., stationery, photocopying, etc.
3. Add it to Year-to-date July expenses to have a full year forecast.
4. Look at your budget for events that are planned for August to December 2016.
5. Add it to Year-to-date July expenses to complete a full year forecast.
6. Round up the numbers to the nearest hundred dollars.

Part B:

1. Gather your committee members to think/work out your vision for year 2017, **which is aligned to GBC's Vision**. Vision for 2017: EC is Evangelism and CC is The Warfare and Victory of Christ Disciples.
2. List out plans, activities and challenges to reach the vision.
3. Put estimated dates/month in which the plan/activities are to be executed in 2017.
4. Assign a budget dollar amount to be spent for that event/activity,
5. Take into consideration that in the 1st half of year 2017, we are operating without a church building. The move back to our new church building is targeted for some time in July 2017.
6. Extra cost of rental of premises for your event in the 1st half year (Jan to June) may be needed.
7. Separate all food expenses and list them separately in the individual ministry budget.
8. Do not assign or fixed your ministry budget amount before working out the vision/plans.
9. Round up the numbers to the nearest hundred dollars.

Part C:

1. Put the numbers of A and B into the standard budget form attached.
2. Compare the 2 years and justify (give reasons) for any increase in budget.

Additional Guidelines on worksheet

- There is congregational autonomy in budgeting. However, virement must be approved by BoD within the Congregation's approved budget. Excess over the Congregation budget may be approved by the BoD within the authority delegated to it by the members.
- Practices regarding food budget, retreats, subsidy for camp transport, ministry events will be at the discretion of the Congregation Leadership (CL).
- For consistency in payment of honorarium to invited speakers, the guidelines on honorarium approved by the BoD will apply.
- Congregational leaders will sign off the budgets before submission to Administrator.
- Staff payroll and related HR expenses will be prepared by the Administrator based on BoD's directives received prior to BoD's final review of the budget.
- Deadlines are stipulated on the budget form. Please help by keeping to them.