

**NORTH CREEK PRESBYTERIAN CHURCH (NCPC)**  
**INFORMATION and REVIEW FORM**  
**FOR**  
**NON-BUDGETED ACTIVITIES,**  
**SUPPORT OF CHURCH MINISTRIES AND MISSIONS,**  
**ACTIONS THAT COULD AFFECT THE CHURCH BUDGET**

(Fund-raiser & fee-based activities, financial-support requests, purchases outside the budget)

Finance Ministry Team (FMT), Mission Strategy Team (MST)

Name of Proposed Activity or Action: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number for Contact Person: \_\_\_\_\_ email: \_\_\_\_\_

Submitting Team: \_\_\_\_\_

Submitting Team Elder Signature: \_\_\_\_\_

Dates:

- Date Blue Form submitted \_\_\_\_\_
- Date of solicitation to NCPC members \_\_\_\_\_
- Date(s) for activities or events \_\_\_\_\_

Description of requests, activities, events:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial information overview: (For example, "NCPC budget for this local mission is \$1,000;" "No budget for this youth trip;" "Purchase used van for \$6,000;" "10% of attendees are from NCPC.")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

See back page to supply details.

**Mission Strategy Team (MST) Review:**

Comments \_\_\_\_\_

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Submitting Team notified \_\_\_\_\_ Date sent to FMT \_\_\_\_\_

**Finance Ministry Team (FMT) Review:**

Comments \_\_\_\_\_

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Submitting Team notified \_\_\_\_\_ Date \_\_\_\_\_

NCPC Finance Ministry Team Chairperson \_\_\_\_\_

**INSTRUCTIONS**

The Blue Form is part of a protocol whose primary goal is to collect information related to the fiscal wellbeing of NCPC. Essentially, the Blue Form is required for fundraisers for programs and missions of NCPC. Approval via the Blue Form is necessary in order to reserve space in the NCPC building (accomplished by submitting a FURF form to the office). For programs and organizations that are not wholly a program of NCPC, a Blue Form is required when a significant number of NCPC members are solicited for fiscal support. The need for the information from the Blue Form is independent of the location of the activities or events.

If the Blue Form is related to a mission of NCPC, the Submitting Team submits the Blue Form to the MST 3 months prior to the solicitation date or the event itself. The MST forwards their decision to the FMT. If the activity is not related to a mission of NCPC, the Blue Form is submitted directly to the FMT, preferably with a 3 month lead-time.

The Submitting Team must also fill out the Estimated Budget information below. When the activities and/or events are finished, an actual income/expense report should be completed below.

\*\*\*\*\*ESTIMATED BUDGET\*\*\*\*\*

\*\*\*\*\*ACTUAL INCOME & EXPENSES \*\*\*\*\*

Estimated Revenue \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Expenses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expenses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Net Profit \_\_\_\_\_

Net Profit \_\_\_\_\_