

UMMBC 2027 Budget Request Guidelines & Form

1. The UMMBC 2027 Budget Request form is the primary tool for communicating ministry/organization budget requirements for the upcoming year. The form is available in the church office upon request and on the Church's website.
2. For the 2027 budget year, your budget request forms should be submitted to the church office no later than **Monday, September 14, 2026.**
3. All authorized church ministries have been or will be assigned a budget account number. Before completing your budget request for 2027, please request a copy of your current "Account Inquiry – Detail" report (through August 2026) from the Treasurer, Ms. Fonda Holly - fondahollyummbc@gmail.com. A copy of this report should accompany your 2027 Budget Request Form.
4. The 2026 Account Inquiry -Detail report (see item 3 above) will show the summary of your monthly spending through August 2026. The report will also show a comparison of the actual 2026 spending versus the budget amount for 2026.
5. Enter the 2026 "Approved Budget" amount in the space provided next to the "2026" heading. This amount is found on the top left of the August 2026 Account Inquiry –Detail report.
6. The 2026 "Program Name or Activity Description" section needs to include an itemized list of spending in the current year. Column (1) – "What you have spent YTD" plus Column (2) - "What will you spend Sep. 2026 through Dec. 2026 (an estimation)" should equal Column (3) - "2026 Total Year Expected Spending".
7. This is the starting point for your 2027 total year expected spending. Even if your ministry/organization did not have a budget for 2026, please submit your 2027 budget request and indicate the actual spending for 2026, if any (see item 6 above).
8. If you need to request 2027 budget approval for a special item, such as the purchase of equipment or a new or special ministry/project, please submit a separate budget request form for that item/activity.
9. In the "2027 Program Name or Activity Description" section of the form, all 2027 budget requests should include an itemized list of ministry programs and/or activities and associated expenses. A very short one-line explanation/description of how each item/activity fulfills or assists the purpose of the ministry/organization is required and will facilitate the approval process. It is not acceptable to request a lump-sum dollar amount for your annual budget.
10. If you use more than one form for your request, please fill in the space for the "page of pages" at the bottom of the form. Also make sure that you indicate the total amount of the budget request at the bottom of the last page that is submitted.
11. On a separate sheet of paper, please submit the name of your ministry, organization or committee and provide the names of the members. Also please indicate the officers by title and provide telephone numbers and email addresses.
12. If you have questions about completing the budget form, please contact Fonda Holly at fondahollyummbc@gmail.com or at 336-761-1358.