

**MINISTRY SUMMARY REPORT**

*To be prepared by the ministry chair/responsible party QUARTERLY.*

**Date** \_\_\_\_\_

**Ministry** \_\_\_\_\_ **# of people in ministry** \_\_\_\_\_

**Quarter** \_\_\_\_\_

**Beginning Budget** \$ \_\_\_\_\_

Q1 Amount Spent \$ \_\_\_\_\_

Q2 Amount Spent \$ \_\_\_\_\_

Q3 Amount Spent \$ \_\_\_\_\_

Q4 Amount Spent \$ \_\_\_\_\_

**Under/Over Remaining** \$ \_\_\_\_\_

Current Quarter Events:

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What went well:

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What didn't go well:

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Suggestions to help improve:

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Future plans:

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