

Albany UU
2019-2020 Fiscal Year Single Budget Line Request Form
Due January 6, 2019

Contact Information

Group or Budget Line Name		Contact Person	
Phone		Email	

This form provides committees, councils and other church groups an opportunity to request and justify operating budget funding for its activities for each budget line it controls.

The form has four major sections: 1. New Activities, 2. Continuing Activities, 3. Narrative, and 4. Income. The first three sections are required for all requests. The Income section (page 4) is for fundraising activities that include the auction, bazaar, etc., as well as Stewardship, RE and any other group with a budget income line.

SUMMARY

Budget Line # ___ ___ ___ ___ (ONE BUDGET LINE PER FORM)

Current Year 2018 - 2019 Approved Budget \$ _____

Next Year 2019 - 2020 Request \$ _____ (Sum of sections 1 and 2)

Next Year 2019 - 2020 Income Estimate \$ _____

DUE DATE: Sunday, January 6, 2019

Our Bylaws *require* submission of budget requests in time for the January meeting of the Finance Committee

Please submit your scanned electronic copy (preferable) to budget-request@albanyuu.org or a paper copy no later than the due date to the Finance Committee's mailbox in the work room

1. New Activities Budget Request for 2019-2020

Please sequentially number, list and describe new activities requested for 2019-20. Indicate if staff time will be required to support the new activity and the tasks that staff will undertake. Include a brief narrative explaining the necessity of each new activity and the consequences of not funding this new activity in 2019-20.

Note: Request for use of the church's Capital Reserve should be made on a separate form.

Round to nearest dollar

<i>New Activities</i>	<i>Amount</i>
Total for New Activities \$	

Attach additional sheets as needed

2. Continuing Activities Budget Request

Please sequentially number and list all the major categories of expense, the anticipated expenditures for 2018-19 and the amounts requested for 2019-20. The 2018-19 total should equal the total anticipated expenses for the budget line and must not exceed the 2018-19 approved budget.

Round to nearest dollar

<i>Ongoing Activities</i>	<i>Amount</i>	
	<i>Budgeted</i>	<i>Requested</i>
	<i>2018-19</i>	<i>2019-20</i>
TOTAL	\$	

Attach additional sheets as needed

3. Narrative

Please provide a narrative explaining the role the committee plays through its new and continuing activities in fulfilling our Mission:

"We welcome everyone. Our Unitarian Universalist community seeks truth and deeper meaning, pursues justice through inspired action, and cultivates compassion and love for all connected by the web of life."

Attach additional sheets as needed

4. Income Estimate

This section should be used by the Fun/d Raisers, Stewardship, RE and any other group that anticipates generating income during the 2019-20 Fiscal Year.

Below please itemize the amounts by each source of income. Round to nearest dollar.

<i>Source of Income</i>	<i>Amount</i>
Total expected income \$	

Attach additional sheets as needed