



BUDGET REQUEST FORM

2012 ANNUAL BUDGET

TO: Department heads, Ministry Team Leaders, & mission project leaders
RE: 2012 TBC Annual Budget Proposal

ACTION: **COMPLETE 1 FORM** per **ACCOUNT NUMBER** in your oversight (even if unchanged)
PLACE in RED T-MAIL FOLDER (labeled Budget Requests, 1st bin)

DEADLINE: No Later than, **SUNDAY, OCTOBER 2, 2011**

Questions? See Gary Syftestad or Harold Janecek.

MINISTRY NAME: _____
ACCOUNT #: _____ (n/a for proposed ministry)
DESCRIPTION: _____

(Clear, concise explanation as noted on Proposal for TBC members to vote upon)

MINISTRY TEAM LEADER: _____

MTL SIGNATURE: _____

Share your ministry vision and briefly explain any changes from last year's budget. Try to estimate all costs and types of expenses foreseen, including those that repeat annually, newly recurring, &/or any atypical, one-time purchases that may require pre-planning.

EXPENSE:

ESTIMATED COST

.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

TOTAL AMOUNT REQUESTED \$.....