



EPISCOPAL DIOCESE OF WESTERN MICHIGAN

2010 Budget Request Form

***** Due November 2, 2009 *****

Name of Commission / Committee _____

Committee Chairperson _____

Phone Number _____ E-mail _____

How does your program request carry out the purpose of your Commission/Committee and support the vision statement, mission and ministry of the Diocese?

Proposed ministry programs/events for 2010, and who it will serve:

Projected REVENUES & EXPENSES for 2010

(You may attach your own spreadsheet)

Outside Revenue Sources:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Expenses*:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Outside Revenues \$ _____ (A)

Total Expenses \$ _____ (B)

Total Diocesan Budget Request (A minus B) \$

*Expense examples: Travel, Contract Fees, Honorarium, Postage, Copies, Office Supplies, Phone, and Teleconference Fees

How many times has your Commission/Committee met in the last year? _____

Are your meeting minutes on file with the Diocesan office (if not, please forward asap)? _____

2009 Total Budget Awarded \$ _____

2009 Total Budget Used \$ _____
(Leave blank if unknown)

How was the 2009 funding spent?

Information relevant to underspending or overspending of 2009 funding:

Do you feel this Commission/Committee has accomplished its purpose? Please provide detailed examples of accomplishments and/or congregations or individuals served, and suggestions for improvement:

Please note that no monies will be allocated to the budget unless a Budget Request Form is received by the date due.

Please return to my office no later than **November 2, 2009**. If you have any questions please contact me at tmazure@edwm.org or (269) 381-2710 ext. 12.

Tammy Mazure, CPA
Assistant to the Bishop for Finance & Benefit Administration
Episcopal Diocese of Western Michigan
535 S. Burdick Street, Suite 1
Kalamazoo, MI 49007
Fax (269) 381-7067