



The EPISCOPAL DIOCESE of WESTERN MICHIGAN

2020 Budget Request Form

Name of Commission /Committee/Program Budget Line Item_____

Chairperson Name(s) _____

Phone Number_____ E-mail _____

How does your budget 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 2020, and who it will serve:

Projected REVENUES & EXPENSES for 2020

(You may attach your own spreadsheet)

Outside Revenue Sources (Detailed)*:
Examples: Fees, Grants, Donations, Sales

Expenses (Detailed)*:
Examples: Honorarium, Travel, Supplies, Education

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

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

Total Outside Revenues \$ _____(A)

Total Expenses \$ _____(B)

Total Diocesan Budget Request (A minus B) \$

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)? _____

2019 Total Budget Awarded \$ _____

2019 Total YTD Budget Used \$ _____
(Leave blank if unknown)

How was the 2019 funding spent, or do you plan to spend for the rest of the year?

Information relevant to underspending or overspending of 2019 funding:

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

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

Return completed forms to my office no later than **May 20, 2019**. If you have any questions, please contact me at tmazure@edwm.org, or call the office.

Blessings,
Tammy Tammy Mazure, CPA CGMA, Finance & Benefits Administrator

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