**Budget Year** \_\_\_\_\_\_\_\_\_\_\_\_\_

**MINISTRY TEAM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BUDGET PREPARER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Contact Information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item Description** | **Category “A”** **Amount** | **Category “B”** **Amount** | **Category “C”** **Amount** | **Total Amount** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item Description** | **Category “A”** **Amount** | **Category “B”** **Amount** | **Category “C”** **Amount** | **Total Amount** |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
|  **TOTAL OF ALL BUDGET ITEMS** |  |  |  |  |

***Explanation of Categories-***

*A = critical to meet ministry team objectives – mandatory – program could not succeed. Examples- Salaries, organ maintenance, utilities, loan payments*

*B = minimum needed to meet ministry team objectives*

*C = would contribute to the ministry team objectives but not critical if money is not available*