



Mississippi Conference of The United Methodist Church

Budget Worksheet (Sample)

Church Name:					
	2011	2012	2013	2014	2015
EXPENSE PROJECTIONS	<i>(Jan-Dec)</i>	<i>(Jan-Dec)</i>	<i>(Jan-Dec)</i>	<i>(Jan-Dec)</i>	<i>(Jan-Dec)</i>
Salary & Housing	50,000	50,000	50,000	50,000	50,000
Direct Invoice	8,500	8,500	8,500	8,500	8,500
Coach/Travel/Other					
Location & Worship					
Office Space	20,000	0	0	0	0
Equipment, postage	0				
Coaching	4,000	0	0	0	0
Worship & S.S.	0	15,000	15,000	15,000	15,000
Site Rental/Mortgage	0	85,000	85,000	85,000	85,000
Portable Church System	0	0			
Curriculum	0	3,000	6,000	5,000	5,000
Other					
Marketing/Promotions					
Direct Mail	1,500	5,000	5,000	5,000	5,000
Signs, Banners		5,000			
Advertising		5,000	10,000	10,000	10,000
Staff					
Music	0	15,000	15,000	15,000	15,000
Administrative	25,000	25,000	30,000	32,000	35,000
Children's	0	15,000	15,000	15,000	15,000
Intern	0	5,000	10,000	12,000	15,000
TOTAL EXPENSES	109,000	236,500	249,500	252,500	258,500
FUNDING SOURCES					
Conference (if applicable)	50,000	75,000	50,000	25,000	15,000
Mother Church (if applicable)	35,000	100,000	75,000	75,000	35,000
New Church contributions	0	25,000	100,000	150,000	225,000
Other (friends, family...)	25,000	35,000	25,000	25,000	25,000
TOTAL ANTICIPATED INCOME	110,000	235,000	250,000	275,000	300,000
Over/Under	+ 1,000	- 1,500	+ 500	+ 22,500	+ 41,500



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FINANCIAL BASICS

Tips for church plants and church revitalization:

1. Overestimate your expenses
2. Underestimate your income
3. Always save something
4. ALWAYS give something (tithe)
5. Make one person responsible for the budget (accuracy and attention to detail)
6. Do not have a “miscellaneous” category
7. Make the budget simple

Framework:

Developing your budget will likely be a collaborative effort between the pastor, CMS, an accountant and your coach. By creating a budget that reflects your vision for the church, you also create expectations – limits and goals. Keep in mind the following:

Facilities and Maintenance

Most new church plants and mergers don't have their own worship facilities or office space. It is common for them to rent space (theaters, schools, community centers, etc.). Facility costs would include, rent, office rent, utilities, property and liability insurance and maintenance.

Leadership Development

Include costs for coaching, conferences, seminars and continuing education. This should include travel expenses (meals, hotel, airfare or vehicle expense).

Office Administration

Equipment needs for your office: office supplies, phones, software, postage, etc.

Marketing

Logo and branding, website design and hosting, business cards, invitations, printed material, promotional items (i.e., video, banners, signs, etc.). Pre-launch and post-launch events.

Payroll Expenses

How many staff people will you hire? Will benefits (health & life insurance, moving expenses, worker's compensation) be included in their salary packages?



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Ministry Needs

Children & youth groups, hospitality, technology, programming, etc.

Travel & Hospitality

Costs for meals and mileage to meetings with potential donors.

Start-up Capital and Initial Outreach Events

Equipment purchases such as portable sound system, portable lighting system, projectors, Bibles, carts, cabinets, trailer for storage, paper supplies.

Other Operating Costs

Operating costs are expenses that will be incurred on an ongoing basis