

# Church Budget Planning Worksheet

## GENERAL MINISTRY FUND

**SUMMARIZE:**

A. Annual Projected Income	\$	
B. Annual Income divided by 12 months equals	\$	income per month
C. Income per month divided by		
<b>3 Key Components:</b>		
1. Administrative Costs	\$	30% of income per month
2. Facility Expense	\$	30% of income per month
3. Ministry	\$	30% of income per month

**I. ADMINISTRATIVE COSTS**

**Salaries:**

Pastoral Staff

General Staff

**Housing Reimbursement**

**Parsonage Expense**

**Minister's Dues**

**Insurance:**

Health

Disability

**Retirement**

**Taxes**

**Pastor Vehicles:**

Loan

Maintenance

Fuel

Insurance

**Reimbursements:**

Fuel and Mileage

Meals

**SUBTOTAL**

	ANNUAL	MONTHLY
Salaries:		
Pastoral Staff	\$	\$
General Staff	\$	\$
Housing Reimbursement	\$	\$
Parsonage Expense	\$	\$
Minister's Dues	\$	\$
Insurance:		
Health	\$	\$
Disability	\$	\$
Retirement	\$	\$
Taxes	\$	\$
Pastor Vehicles:		
Loan	\$	\$
Maintenance	\$	\$
Fuel	\$	\$
Insurance	\$	\$
Reimbursements:		
Fuel and Mileage	\$	\$
Meals	\$	\$
<b>SUBTOTAL</b>	\$	\$

CONTINUED ON NEXT PAGE >



CEPNET.COM

(800) 821-1112

CHURCH LOANS - CAPITAL CAMPAIGNS - INVESTMENTS - RETIREMENT ACCOUNTS - PLANNED GIVING

PO BOX 12629  
SALEM, OREGON 97309

P (503) 399-0552  
F (503) 581-3237

4070 27TH CT. SE, STE. 210  
SALEM, OREGON 97302

f/churchextensionplan





# Church Budget Planning Worksheet

## GENERAL MINISTRY FUND

3

> MINISTRY CONTINUED

	ANNUAL	MONTHLY
<b>SUBTOTAL MINISTRY FROM PAGE 2</b>	\$	\$
<b>Departmental Expenses</b>	\$	\$
<b>Utilities:</b>		
Electric	\$	\$
Gas	\$	\$
Telephone:		
Land Line	\$	\$
Wireless	\$	\$
Internet	\$	\$
Alarm	\$	\$
<b>Church Ministry Vehicles:</b>		
Loan/Lease	\$	\$
Maintenance	\$	\$
Fuel	\$	\$
Insurance	\$	\$
<b>Maintenance</b>	\$	\$
<b>Miscellaneous</b>	\$	\$
<b>Hospitality/Visitations</b>	\$	\$
<b>Special Events:</b>		
District Council	\$	\$
General Council	\$	\$
Seminars	\$	\$
<b>Office Supplies</b>	\$	\$
<b>Guests/ Other</b>	\$	\$
<b>Ministry Contingency — Savings</b>	\$	\$
<b>SUBTOTAL: MINISTRY</b>	\$	\$

**IV. General Missions Fund:**

(Funded from Faith Promise and Designated Offerings)

Annual Budget Amount	\$
Projected Missions Income for Year	\$
<b>SUBTOTAL: GENERAL MISSIONS FUND</b>	\$

CONTINUED ON NEXT PAGE >

# Church Budget Planning Worksheet

## GENERAL MINISTRY FUND

Budget	ANNUAL	MONTHLY
<b>Mission Support:</b>		
International Individual Missionary List	\$	\$
	\$	\$
	\$	\$
Home Individual Missionary List	\$	\$
	\$	\$
	\$	\$
<b>Special Missions Projects:</b>		
Speed the Light	\$	\$
BGMC	\$	\$
Other	\$	\$
<b>SUBTOTAL: GENERAL MISSIONS</b>	\$	\$

Use this summary to gather the information you'll need. You can then use our online budgeting tool that will take care of all of your calculations. [cepnet.com/budget](http://cepnet.com/budget)

Using our no-obligation, online Church Budget Planning Worksheet, you will see where your ministry's finances stand today, what opportunities exist, and what you'll need to confidently lead your ministry's growth into the future.