your template

Your Church Investment in Ministries (Narrative Budget Spreadsheet)

Notes for future reference

Expenditures	Actual	Outreach	Music & Worship	Evangelism	Christian Education	Pastoral Care	Church Life	Total	Estimated by:	Outreach	Music & Worship	Evangelism	Christian Education	Pastoral Care	Church Life	Total
		1	2	3	4	5	6			1	2	3	4	5	6	
Outside the Congregation:		*Columns G-M will autopopulate if you've entered O-T percentages, right*								*Use these columns to record how you allocated expenditures to ministries*						0%
1 ECC Conference	$ 11,000	$ 11,000	$ -	$ -	$ -	$ -	$ -	$ 11,000		100%	0%	0%	0%	0%	0%	100%
2 ECC Mission and Ministry	$ 22,000	$ 22,000	$ -	$ -	$ -	$ -	$ -	$ 22,000		100%	0%	0%	0%	0%	0%	100%
Staffing																
2 Pastor	$ 60,000	$ 9,996	$ 9,996	$ 9,996	$ 9,996	$ 9,996	$ 9,996	$ 59,976	Pastor	16.66%	16.66%	16.66%	16.66%	16.66%	16.66%	100%
3 Other Salaries	$ 11,412	$ 1,901	$ 1,901	$ 1,901	$ 1,901	$ 1,901	$ 1,901	$ 11,407	Chair	16.66%	16.66%	16.66%	16.66%	16.66%	16.66%	100%
4 Benefits	$ 9,750	$ 1,624	$ 1,624	$ 1,624	$ 1,624	$ 1,624	$ 1,624	$ 9,746	Chair	16.66%	16.66%	16.66%	16.66%	16.66%	16.66%	100%
Subtotal	$ 81,162	$ 13,522	$ 13,522	$ 13,522	$ 13,522	$ 13,522	$ 13,522	$ 81,130	*Use these columns to record how you allocated expenditures to ministries*							
Property		*Some formulas (eg. column totals) are already provided for your use*														
5 Utilities (Light, Heat, & Water)	$7,983	$ 2,794	$ 798	$ -	$ 798	$ 1,597	$ 1,996	$ 7,983	chair	35%	10%	0%	10%	20%	25%	100%
6 Telephone	$ 821	$ 164	$ 164	$ -	$ 164	$ 164	$ 164	$ 821	chair	20%	20%	0%	20%	20%	20%	100%
7 Insurance	$ 1,620	$ 567	$ 162	$ -	$ 162	$ 324	$ 405	$ 1,620	chair	35%	10%	0%	10%	20%	25%	100%
8 Maintenance & Supplies - recurring	$ 6,854	$ 2,399	$ 685	$ -	$ 685	$ 1,371	$ 1,714	$ 6,854	chair	35%	10%	0%	10%	20%	25%	100%
9 - capital	$ 1,092	$ 382	$ 109	$ -	$ 109	$ 218	$ 273	$ 1,092	chair	35%	10%	0%	10%	20%	25%	100%
10 Mortgage - Principal	$ 12,000	$ 4,200	$ 1,200	$ -	$ 1,200	$ 2,400	$ 3,000	$ 12,000	chair	35%	10%	0%	10%	20%	25%	100%
11 - Interest	$ 4,611	$ 1,614	$ 461	$ -	$ 461	$ 922	$ 1,153	$ 4,611	chair	35%	10%	0%	10%	20%	25%	100%
Subtotal	$ 34,981	$ 12,120	$ 3,580	$ -	$ 3,580	$ 6,996	$ 8,704	$ 34,981	*Use these columns to record how you allocated expenditures to ministries*							
Program		*Be sure to check all formulae, spreadsheets, and graphics carefully!*														
12 Worship Supplies	$ 318	$ -	$ 318	$ -	$ -	$ -	$ -	$ 318	pastor	0%	100%	0%	0%	0%	0%	100%
13 Music Supplies	$ 248	$ -	$ 248	$ -	$ -	$ -	$ -	$ 248	worship leade	0%	100%	0%	0%	0%	0%	100%
14 Education Supplies: Christian Format	$ 1,522	$ -	$ -	$ -	$ 1,522	$ -	$ -	$ 1,522	day School c	0%	0%	0%	100%	0%	0%	100%
15 Education Supplies: Adult	$ 194	$ -	$ -	$ -	$ 194	$ -	$ -	$ 194	pastor	0%	0%	0%	100%	0%	0%	100%
16 Stewardship Supplies	$ 173	$ -	$ -	$ -	$ 173	$ -	$ -	$ 173	church chair	0%	0%	0%	100%	0%	0%	100%
Subtotal	$ 2,455	$ -	$ 566	$ -	$ 1,889	$ -	$ -	$ 2,455	*Use these columns to record how you allocated expenditures to ministries*							
Administration		*Allocate all administrative costs to your ministries*														
17 Postage	$ 611	$ 122	$ -	$ -	$ 183	$ 122	$ 183	$ 611	Admin	20%	0%	0%	30%	20%	30%	100%
18 Copier Costs	$ 3,784	$ 757	$ 757	$ -	$ 757	$ 757	$ 757	$ 3,784	Admin	20%	20%	0%	20%	20%	20%	100%
19 Office Supplies - recurring	$ 2,592	$ 518	$ 1,555	$ -	$ -	$ -	$ 518	$ 2,592	Admin	20%	60%	0%	0%	0%	20%	100%
20 Office Supplies - capital	$ 126	$ 25	$ 76	$ -	$ -	$ -	$ 25	$ 126	Admin	20%	60%	0%	0%	0%	20%	100%
21 Hospitality Supplies	$ 400	$ -	$ -	$ -	$ -	$ -	$ 400	$ 400	Church chair	0%	0%	0%	0%	0%	100%	100%
22 Miscellaneous	$ 1,516	$ 303	$ 152	$ -	$ 227	$ 227	$ 606	$ 1,516	Church chair	20%	10%	0%	15%	15%	40%	100%
23 Bank Service Charges	$ 378	$ -	$ -	$ -	$ -	$ -	$ 378	$ 378	Church chair	0%	0%	0%	0%	0%	100%	100%
24 Advertising	$180	$ 45	$ -	$ 90	$ -	$ -	$ 45	$ 180	Church chair	25%	0%	50%	0%	0%	25%	100%
Subtotal	$ 9,587	$ 1,771	$ 2,539	$ 90	$ 1,168	$ 1,106	$ 2,913	$ 9,587	*note: these are examples of allocations only and not to be used in your church*							
Total Expenditures	$ 161,185	$ 60,413	$ 20,207	$ 13,612	$ 20,158	$ 21,624	$ 25,139	$ 161,153								