



How to Build Your Church's Annual Budget

Before You Begin

- Meet with all ministry department leaders to obtain their budgets or to help them construct their respective budget.
- Use prior 1-5 year's history of actuals and/or budgets as guideline for the upcoming year's projected revenues and expenditures.
- Establish a Salary and Allowances Committee and meet with them prior to building your budget.

Revenues

- Focus primarily on General Giving, Building Fund , Missions, and other significant designation categories such as Benevolence etc.
- Any donations received for missions, building fund or designated giving categories must be spent according to the donor's specifications in the current year, or recorded as payable to be spent in subsequent years.
- Include any Ministry Departmental anticipated revenues.
- Review prior year giving for any anomalies, or special gifts, bequests, or estates which may skew the main giving categories, so as not to over inflate projected revenues.

Expenses

- Make sure your church's Salary & Allowances Committee has met.
- Determine any staffing or related salary changes.
- Be sure to include the matching projected expenditures for Building Fund and Missions per the revenue projections for these two areas.
- Missions may include overseas global mission support and support for local agencies in the church's community.
- Include Ministry Departmental budgeted expenditures.
- Account for any significant building maintenance pending projects.
- Make an allowance for Benevolent assistance.
- Include utility, custodial, office and administration expenses, travel, hotel or honorariums for guest speakers.