

RVCC 2010 - 2011

Ministry:

Month	Estimated Non-Event Related Expenses	Estimated Event Expenses	Total Estimated Monthly Expenses	Actual Non-Event Related Expenses	Actual Event Expenses	Total Actual Monthly Expenses
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotals:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Total Estimated Expenses (Budget)	\$0.00	Date:	
Board Approved Increase:		Date:	
Board Approved Increase:		Date:	
Board Approved Increase:		Date:	

**Over(+)/Under(-) Budget \$0.00**

**Total as % of Budget:**

Notes:

Budget Total	\$0.00
Initial Approved Budget	<input type="text"/>
Total Approved Budget	\$0.00
Total Expenses	\$0.00

This Excel workbook is intended to allow ministry directors to plan events and estimate costs for the church year. It will total estimated expenses and then be submitted to the finance committee. Once it is approved, the ministry director can use it to track ministry expenses and keep an eye on where the ministry is in relation to budget.

#### Budget planning

Month Sheets: The concept here is that when planning your budget, you will enter the Estimated quantities, costs, etc. These are in yellow and you should be unable to select cells that you don't need to change or are calculated. Entered data will be automatically totalled and recorded on the summary sheet for you. When you have completed the monthly sheets, you can simply submit the file to the finance committee for approval.

Once your budget has been approved, the finance committee will return your file to you with your approved budget amount entered.

#### Record keeping:

As the church year progresses and you request and use funds, these can be reported on the monthly sheets (blue cells). A running total will be automatically calculated and you can monitor actual costs vs estimated costs and progress against budgeted amount.

If you have questions or problems, please contact