

ALL SOULS CHURCH, UNITARIAN

Annual Budget Request Form

Fiscal Year 2018 (January 1 – December 31, 2018)

**** Please return to Katie Loughary by SEPTEMBER 26, 2017****

Program/Committee/Task Force Name: _____

Staff contact: _____

Prepared by: [info for person(s) to receive updates on this budget request. Identify preparer of form with an *]

Full Name, Title	Phone #	Email

1. Planning Overview

What services, programs, and/or activities will your group provide in FY 2018? Rate each item by importance (1 = most). Please be aware that budget increases may not be available in 2018 due to flat pledges and TCC mortgage payments.

Date(s)	Description	Priority

2. Revenue Projections

How much will your group *raise* during 2018? (Attach additional page if necessary.)

Account #	Revenue	Description/Assumptions
Total amount:		

3. Expense Projections

How much will your group *spend* during 2018? List expenses by type (e.g., supplies, printing, honoraria). (Attach additional page if necessary.) Any increase over 2017 must be fully explained and, as noted above, may not be possible.

Account #	Expenses	Description/Assumptions
Total amount:		

Thank you for completing your FY2018 Budget Request Form. Please contact Katie Loughary (kloughary@allsouls.ws; 202.517.1463) with questions. The Executive Team and Board of Trustees will do our best to approve your request as is; however, it may be necessary to make adjustments in light of the overall church budget. The preparer of this form will be contacted via email if any adjustments are made before or after the Annual Meeting.

PLEASE DO NOT WRITE IN THIS SECTION (OFFICE USE ONLY)	
Date received:	Adjustments after Annual Meeting:
Adjustments before Annual Meeting:	Dates contact person was notified: