

FINANCE COMMITTEE

✎ WORK SHEET

For the Period January - December 200 _____

<u>DEPARTMENTS</u>	<u>SPENT LAST YEAR</u>	<u>REQUEST</u>	<u>APPROVE</u>
Elders	\$ _____	\$ _____	\$ _____
Deacons	\$ _____	\$ _____	\$ _____
Clerk	\$ _____	\$ _____	\$ _____
Treasury	\$ _____	\$ _____	\$ _____
Sabbath School	\$ _____	\$ _____	\$ _____
Advent Youth	\$ _____	\$ _____	\$ _____
Personal Ministries	\$ _____	\$ _____	\$ _____
Education	\$ _____	\$ _____	\$ _____
Pathfinder	\$ _____	\$ _____	\$ _____
Men's Ministries	\$ _____	\$ _____	\$ _____
Women's Ministries	\$ _____	\$ _____	\$ _____
Health Ministries	\$ _____	\$ _____	\$ _____
Communication	\$ _____	\$ _____	\$ _____
Stewardship	\$ _____	\$ _____	\$ _____
Music	\$ _____	\$ _____	\$ _____
Community Ministries	\$ _____	\$ _____	\$ _____
Family Life	\$ _____	\$ _____	\$ _____
Deaconesses	\$ _____	\$ _____	\$ _____
Building Committee	\$ _____	\$ _____	\$ _____
Ushers	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

Department of Stewardship
 Northeastern Conference of SDA
 115-50 Merrick Boulevard
 Jamaica, New York 11434
 (718) 291-8006, Ext. 226

ADVENTIST YOUTH SOCIETY

BUDGET REQUEST

January - December, 200

SENIOR AY:

Week of Prayer	\$ _____	
Bible Bowl	\$ _____	
Evangelism	\$ _____	
Youth Days	\$ _____	
Youth Congress	\$ _____	
Reading Materials	\$ _____	
Special Programs	\$ _____	
Workshops	\$ _____	
Gifts/Recognition	\$ _____	
Transportation	\$ _____	
Banquets	\$ _____	
Socials	\$ _____	
Guest Musicians	\$ _____	\$ _____

JUNIOR AY:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

TOTAL \$ _____

Amount requested for Department's Budget - \$ _____

Submitted by _____
Signed *Date*

COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY
_____, 200 .

Department of Stewardship
Northeastern Conference of SdA
115-50 Merrick Boulevard
Jamaica, New York 11434
(718) 291-8006, Ext. 226

ADVENTURERS CLUB

BUDGET REQUEST

January - December 200

Supplies	\$ _____
Equipment	\$ _____
Skills Training	\$ _____
Training Workshops	\$ _____
Field Trips	\$ _____
Recreation (<i>Games, etc.</i>)	\$ _____
Refreshments	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ <u>_____</u>

Amount requested for Department's Budget - \$ _____

Submitted by _____
Signed *Date*

☛ COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY
_____, 2000.

Department of Stewardship
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115-50 Merrick Boulevard
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BUILDING COMMITTEE

ESTIMATES FOR:

Roof	\$ _____
Floors	\$ _____
Walls	\$ _____
Kitchen	\$ _____
Windows	\$ _____
Doors	\$ _____
Driveways	\$ _____
Parking Lot	\$ _____
Lawn	\$ _____
Boiler	\$ _____
Air Condition Unit	\$ _____
Carpet	\$ _____
Pews	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

NEW PROJECTS:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ _____

Amount requested for Department's Budget \$ _____

Submitted by _____ *Signed* _____ *Date* _____

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Department of Stewardship
Northeastern Conference of SDA
115-50 Merrick Boulevard
Jamaica, New York 11434
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CHURCH CLERK

BUDGET REQUEST

January - December 200__

Church Supplies	\$ _____
Office	\$ _____
Envelopes	\$ _____
Flowers (<i>Sick, Funerals, Etc.</i>)	\$ _____
Workshops	\$ _____
Gifts/Recognition	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ <u>_____</u>

Amount requested for Department's Budget - \$ _____

Submitted by _____ *Signed* _____ *Date* _____

COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY
_____, 200__.

Department of Stewardship
Northeastern Conference of SDA
115-30 Merrick Boulevard
Jamaica, New York 11434
(718) 291-8006

COMMUNICATION DEPARTMENT

BUDGET REQUEST

January - December, 200__

Office Supplies \$ _____
Postage \$ _____
Wireless Services \$ _____
Bulletin Board Supplies \$ _____

CHURCH NEWSPAPER:

Computer Services \$ _____
Paper Supplies \$ _____
Printing \$ _____
Services \$ _____ \$ _____

Advertisement \$ _____
Photography \$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL \$ _____

Amount requested for Department's Budget - \$ _____

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Northeastern Conference of SDA
115-50 Merrick Boulevard
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COMMUNITY SERVICES

BUDGET REQUEST

January - December, 200

Feeding Program	\$ _____
Food Subsidies	\$ _____
Food Purchases	\$ _____
Needy Assistance	\$ _____
Laundry	\$ _____
Transportation	\$ _____
Wages (<i>Optional</i>)	\$ _____
Clothing	\$ _____
Funerals (<i>Refreshments</i>)	\$ _____
Gifts/Recognition	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ <u>_____</u>

Amount requested for Department's Budget - \$ _____

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DEACONESSES

BUDGET REQUEST

January - December, 200__

Communion Service (<i>Emblems</i>)	\$ _____
Needy Assistance	\$ _____
Visitation	\$ _____
Laundry (<i>Communion</i>)	\$ _____
Towels	\$ _____
Buckets/Pales	\$ _____
Transportation	\$ _____
Deaconesses' Day	\$ _____
Gifts	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Amount requested for Department's Budget - \$ _____

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DEACONS

BUDGET REQUEST

January - December, 200

MINISTRY:

Communion Supplies \$ _____
Deacons' Day \$ _____
Needy Assistance \$ _____
Laundry \$ _____
Workshops/Albany \$ _____
_____ \$ _____

CUSTODIAL:

Building \$ _____
Grounds \$ _____
Equipment Maintenance \$ _____
Equipment Repairs \$ _____
New Equipment \$ _____
Building Repairs \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

SUPPLIES:

Janitorial \$ _____
Miscellaneous \$ _____

TOTAL \$ _____

Amount requested for Department's Budget - \$ _____

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EDUCATION DEPARTMENT

BUDGET REQUEST

January - December, 200__

Promotional Materials	\$ _____
Care Packages	\$ _____
Educational Assistance	\$ _____
College Days	\$ _____
Graduation Recognition	\$ _____
Church School (<i>Optional</i>)	\$ _____
Home and School	\$ _____
Education Day	\$ _____
Gifts/Recognition	\$ _____
Workshops	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ <u>_____</u>

Amount requested for Department's Budget - \$ _____

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ELDERS

BUDGET REQUEST

January - December 200__

Elders' Workshop	\$ _____
Bible Class Materials	\$ _____
Gifts/Recognition	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Amount requested for Department's Budget - \$ _____

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FAMILY LIFE

BUDGET REQUEST

January - December, 200__

1. Workshops	\$ _____
2. Books/Videos	\$ _____
3. Family Emphasis Week	\$ _____
4. Honorarium	\$ _____
5. Retreat	\$ _____
6. Family Life International	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
TOTAL	\$ _____

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HEALTH MINISTRIES

BUDGET REQUEST

January - December, 200__

Health Literature	\$ _____
Workshops	\$ _____
Classes (e.g., Cooking)	\$ _____
Health Fair	\$ _____
Promotional	\$ _____
Health Fair	\$ _____
Promotional	\$ _____
Medical Supplies	\$ _____
Medical Equipment	\$ _____
Health & Temperance Day	\$ _____
Gifts/Recognition	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Amount requested for Department's Budget - \$ _____

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MEN'S MINISTRIES

BUDGET REQUEST

January - December, 200__

Personal Evangelism	\$ _____
Book Subsidy	\$ _____
Study Materials	\$ _____
Mentoring Programs	\$ _____
Visitation	\$ _____
Transportation	\$ _____
Seminars/Workshops	\$ _____
Prayer Breakfasts	\$ _____
Postage/Correspondences	\$ _____
Men's Day	\$ _____
Gifts	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Amount requested for Department's Budget - \$ _____

Submitted by _____
Signed *Date*

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MUSIC DEPARTMENT

BUDGET REQUEST

January - December, 200__

SANCTUARY CHOIR:

Sheet Music	\$ _____
Guest Artists	\$ _____
Salary	\$ _____
Special Programs	\$ _____
Robes (<i>Laundry/Subsidy</i>)	\$ _____
Gifts/Recognition	\$ _____
_____	\$ _____
_____	\$ _____

YOUTH CHOIR:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

CHILDREN'S CHOIR

\$ _____

OTHER MUSIC GROUPS:

_____	\$ _____
_____	\$ _____

CHOIR DAY

\$ _____

TOTAL

\$ _____

Amount requested for Department's Budget - \$ _____

Submitted by _____ *Signed* _____ *Date* _____

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PATHFINDER

BUDGET REQUEST

January - December, 200__

Pathfinder Manuals	\$ _____
Camp	\$ _____
Camping Equipment	\$ _____
Study Materials	\$ _____
Insignias	\$ _____
Camporee	\$ _____
Transportation	\$ _____
Flags	\$ _____
Equipment	\$ _____
Pathfinder Day	\$ _____
Gifts/Recognition	\$ _____
Training Sessions	\$ _____
Workshops	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Amount requested for Department's Budget - \$ _____

Submitted by _____
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PERSONAL MINISTRIES


BUDGET REQUEST

January - December, 200__

Bibles	\$ _____
Literature for Distribution	\$ _____
Literature for Rack	\$ _____
Small Books	\$ _____
Public Evangelism (<i>Pastor/Conference</i>)	\$ _____
Lay Evangelism/Bible Seminar	\$ _____
Bible School	\$ _____
Correspondences/Postage	\$ _____
Gifts	\$ _____
PM Convention	\$ _____
Special Day	\$ _____
Honorarium	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ <u>_____</u>

Amount requested for Department's Budget - \$ _____

Submitted by _____ *Signed* _____ *Date* _____

 **COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY**
_____, 200__.

Stewardship Department
Northeastern Conference of SDA
115-50 Merrick Boulevard
Jamaica, New York 11434
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RELIGIOUS LIBERTY

BUDGET REQUEST

January - December 2000 _____

Promotional Materials	\$	_____
Workshops/Conventions	\$	_____
Special Day	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL	\$	=====

Amount requested for Department's Budget - \$ _____

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SABBATH SCHOOL DEPARTMENT

BUDGET REQUEST

January - December 200_____

DEPARTMENTS:

Adult	\$ _____
Cradle Roll	\$ _____
Kindergarten	\$ _____
Junior	\$ _____
Earliteen	\$ _____
Youth	\$ _____
Vacation Bible School	\$ _____
Sabbath School Picnic	\$ _____
Community Guest Days	\$ _____
Supplies <i>(Not Quarterlies)</i>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

WORKSHOPS/ALBANY

_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ _____

Amount requested for Department's Budget \$ _____

Approved by Sabbath School Council held on _____

Signed By _____

☛ COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY

_____, 200____.

Department of Stewardship
Northeastern Conference of SDA
115-50 Merrick Boulevard
Jamaica, New York 11434
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TREASURY



BUDGET REQUEST

January - December, 200__

Accounting Ledgers	\$ _____
Wrappers	\$ _____
Adding Machines/Calculators	\$ _____
Computer Supplies	\$ _____
Refreshments	\$ _____
Workshops	\$ _____
Gifts/Recognition	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ <u>_____</u>

Amount requested for Department's Budget - \$ _____

Submitted By _____
Signed *Date*

COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY
_____, 200__.

Department of Stewardship
Northeastern Conference of SDA
115-50 Merrick Boulevard
Jamaica, New York 11434
(718) 291-8006, Ext. 226

WOMEN'S MINISTRIES

BUDGET REQUEST


January - December, 200__

Personal Evangelism	\$ _____
Book Subsidy	\$ _____
Study Materials	\$ _____
Mentoring Program	\$ _____
Visitation	\$ _____
Seminar/Workshops	\$ _____
Prayer Breakfasts	\$ _____
Cooking Classes	\$ _____
Correspondences/Postage	\$ _____
Women's Day	\$ _____
Transportation (<i>Day Trips</i>)	\$ _____
Gifts	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ _____

Amount requested for Department's Budget - \$ _____

Submitted by _____ *Signed* _____ *Date* _____

 **COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY**
_____, 200__.

Department of Stewardship
Northeastern Conference of SDA
115-50 Merrick Boulevard
Jamaica, New York 11434
(718) 291-8006, Ext. 226

MISCELLANEOUS

(Department: _____)

BUDGET REQUEST

January - December 2000

Equipment	\$ _____
Materials	\$ _____
Workshops	\$ _____
Special Day	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Amount requested for Department's Budget - \$ _____

Submitted by _____
Signed *Date*

☛ COMPLETE AND RETURN TO FINANCE COMMITTEE CHAIRMAN BY
_____, 2000 ____.

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