

Northwoods Unitarian Universalist Church

Operating Budget Request

Fiscal Year 2016-17

Please complete this form if you wish to request operating funds for a church committee or an activity of the church. This form is not for social action funding requests since they are not included in the annual operating budget.

Committee or Activity: _____

Person Responsible: _____

Phone: _____ Email: _____

Please itemize expenditures for your committee or activity so the Congregation, Board of Trustees, and Committee on Ministry can understand the reasons for the expenditure. In general, only the total will be used in the operating budget unless the Board believes itemized tracking is needed. Should the Board need to reduce expenditures to maintain a balanced budget, please provide guidance by indicating minimum amounts needed to fulfill your activities' mission.

Item Explanation	Amount Requested	Minimum Required
Total:		

Note: In general, office supplies for all activities are included in the Administrative budget. Should your activity require a special item or a significant number of such supplies for some reason, e.g. heavy stock paper, or 3 boxes of notebooks, please include these in your request.

Prior Year Activities

If your committee received funds for 2015/16 please provide a summary of what was accomplished.
