



## Bartlett - 2022 Budget Development

We are beginning the process of developing our 2022 budgets.

You can find your relevant ministry files in our **BUDGET GOOGLE DRIVE**. This drive contains individual ministry folders with ministry specific 2021 Budgets, historical data as far back as 2017, current/revised 2021 budget, budget handouts to the congregation, current YTD Actual Vs Budgeted breakdown of expenses, and the Budget Allocation Form for you will need to complete for next year's budget. Please find your ministry specific folder and fill out the appropriate Budget Allocation Form (BAF) for your ministry.

**Budget Allocation Forms for each ministry must be turned in no later than September 15th.**

### Important Details:

1. Our goal is to help develop a budget that helps your ministry accomplish its vision, which is measured in MACC (**M**easurable, **A**ttainable, **C**lear, **C**ompelling) goals. You will need to meet with your supervising pastor to develop these budgets. If you are new to this process, your supervisor will be prepared to walk you through the details.
2. It's not uncommon for a director and supervisor to have 1-3 budget meetings in order to ensure your proposed budget is MACC.
3. When developing your budget, it is important to be semi-detailed while keeping in mind the total budget expenditure for the ministry is what is most important at the end of the year.
4. As the Lead Pastor, Michael needs to be able to present a viable budget to the elders and these details collected in the next month will enable that process to happen.

Whether it is your first time developing a budget for your ministry or you have done this many times, below are some guidelines to think about when working through your budget development:

### Values

1. Honor God!
2. Live Within the resources God provides.
3. Fund our mission.
4. Plan with wisdom, transparency, & accountability.
5. Model healthy budgeting principles.
6. Sincerely give God all Glory.

### Details

1. Budgets follow the calendar year - January to December.



2. Each MD is responsible to submit annual budgets
  - a. Submit Actual Budget - What you need to realistically run your current ministry
  - b. Dream budgets - What would your ministry need if the church was to grow by 50% in the next year and money were not a deterrent from asking for something?

## Timeline

1. **Mid July (2021 mid August)-** Office gives CLT budget docs. CLT distributes to their direct reports, volunteers, and staff.
2. **Mid-July to Mid-August(2021 mid August to first week of September) -** Supervisors meet with director reports to help develop budgets and ensure they are MACC compatible. **Mid-August (First week of September)** Submit initial actual/dream budgets to staff supervisor.
3. **Early-September (2021- Second week of September) -** Meet with staff supervisor to finalize actual/dream budgets & MACC goals for the coming year.
4. **Late-September -** CLT Retreat where staff will discuss budgets & put together a preliminary budget to present to elders.
5. **October/November -** Elder retreat to finalize budget.
6. **November -** Office Manager emails prospective budget to MD's prior to congregational meeting. Explain this is not final, but a proposed budget.
7. **November -** Office manager emails proposed budget to congregation 2 weeks prior to CM, ensures all handout info is dated and up to date.
8. **December -** Congregational meeting to present final budget to the congregation for feedback.
9. **December -** Post Congregational Elder Meeting for Final Approval.
10. **December -** Final Budgets are emailed to MDs and posted online by the Office Manager.

*Elders reevaluate annual budgets 1- 2 times per year (May & August) and in coordination with CLT release a "revised budget. This FINAL budget once approved can be amended that time if needed.*

I'm looking forward to working through this process with you! Please let me know if you have any questions.

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Tara Romsaithong  
Office & Finance Manager  
Village Church of Bartlett  
630.532.1832