Albany UU 2020-2021 Fiscal Year Single Budget Line Request Form Due January 12, 2020

Contact Information					
Group or Budget Line Name		Contact Person			
Phone		Email			

This form provides committees, councils and other church groups an opportunity to request and justify operating budget funding for its activities for each budget line it controls.

The form has four major sections: 1. New Activities, 2. Continuing Activities, 3. Narrative, and 4. Income. The first three sections are required for all requests. The Income section (page 4) is for fundraising activities that include the auction, bazaar, etc., as well as Stewardship, RE and any other group with a budget income line.

SUMMARY						
Budget Line	# (ONE BUI	DGET LINE PER FO	RM)			
Current Year	²⁰¹⁹ - 2020 <u>Approved</u> Budget	\$				
Next Year	2020 - 2021 Request	\$	(Sum of sections 1 and 2)			
Next Year	2020 – 2021 <u>Income Estimate</u>	\$				

DUE DATE: Sunday, January 12, 2020

Our Bylaws *require* submission of budget requests in time for the January meeting of the Finance Committee

Please submit your scanned electronic copy (preferable) to budget-request@albanyuu.org or a paper copy no later than the due date to the Finance Committee's mailbox in the work room

1. New Activities Budget Request for 2020-2021

Please sequentially number, list and describe new activities requested for 2020-21. Indicate if staff time will be required to support the new activity and the tasks that staff will undertake. Include a <u>brief narrative</u> explaining the necessity of <u>each</u> new activity and the <u>consequences</u> of not funding this new activity in 2020-21.

Note: Request for use of the church's <u>Capital Reserve</u> should be made on a separate form.

Round to nearest dollar

New Activities

Amount

Total for New Activities \$

Attach additional sheets as needed

2. Continuing Activities Budget Request

Please sequentially number and list all the major categories of expense, the anticipated expenditures for 2019-20 and the amounts requested for 2020-21. The 2019-20 total should equal the total anticipated expenses for the budget line and must not exceed the 2019-20 approved budget.

Ongoing Activities

Round to nearest dollar

Amount

	Budgeted Requested 2019-20 2020-21		
TOTAL	S		

Attach additional sheets as needed

3. <u>Narrative</u>	
Please provide a <u>narrative</u> explaining the role the committee plays through its ne continuing activities in fulfilling our Mission:	w and
"We welcome everyone. Our Unitarian Universalist community seeks truth a meaning, pursues justice through inspired action, and cultivates compassion all connected by the web of life."	•
Attach additional sheets as needed	
4. Income Estimate	
This section should be used by the Fun/d Raisers, Stewardship, RE and <u>any other</u>	group that
anticipates generating income during the 2020-21 Fiscal Year.	<u>,</u>
Below please itemize the amounts by each source of income. Round to nearest do	ollar.
Source of Income	Amount
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Attach additional sheets as needed