Bethel AME Church Auxiliary Budget Template Instructions

Feb 2024

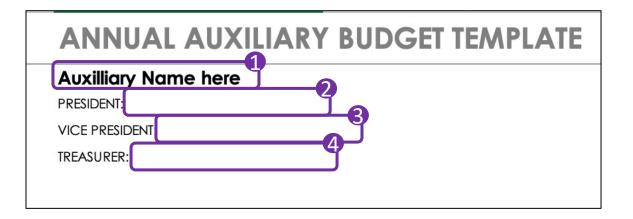
Template Info

Auxiliary Annual Budget Template Info

- This Excel template can be found under Forms on the church website at www.bethelhame.com
- Email completed copies to: <u>bethelhfinance@gmail.com</u>
 - Email should come from organization's president, vice president, or treasurer
- Contact a member of the Finance Team, or email the above email address if you have any questions or concerns
- Ensure that your organization's projected income and expenses for the entire conference year are included
 - Income (from dues, donations, fundraisers, etc.)
 - Expenses (for assessments, donations/gifts, events, fundraising preparation, miscellaneous, etc.)
 - Aim to have a positive net year-to-date total

Auxiliary Info

Update Auxiliary Info



ANNUAL AUXILIARY BUDGET TEMPLATE

Pulpit Ministry

PRESIDENT: JANE DOE

VICE PRESIDENT: JOHN DOE

TREASURER: JERRY DOE

- 1 Replace Auxiliary Name
 Here with your
 organization's name
- 2 Enter your President's name after **PRESIDENT**:
- 3 Enter your Vice President's name after VICE PRESIDENT:
- 4 Enter the Treasurer's name after TREASURER

If any of these positions are unfilled, please add the name of the member temporarily filling the role

5 This is an example of a completed info section

Categories



- The first few rows of income are listed as suggestions (dues, donations received, assessment donations)
- If these do not apply, you can delete them or replace them with your own
- There are 20 rows so that you can enter up to 20 major categories of income based on your organization's needs
- Empty rows can be left empty if they are not needed as they will not impact your calculations

YEAR: 2024-25		Q1											
INCOME	A	MAY		JUN		JUL	Q1 TOTALS						
DUES	\$	- 5	\$	-	\$	-	\$	-					
DONATIONS RECEIVED	\$	- 5	\$	-	\$	-	\$	-					
ASSESSMENT DONATIONS	\$	- 5	\$	-	\$	-	\$	-					
	\$	- 9	\$	-	\$	-	\$	-					

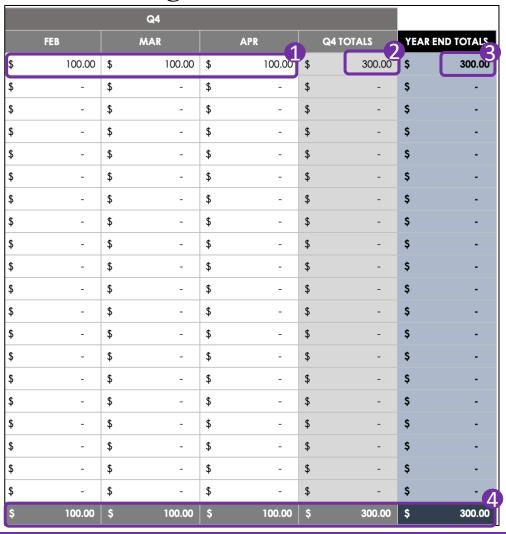
- 1 In each category, for each month, enter your estimated income
- 2 Do NOT enter any estimates in the Q1 TOTALS line as this is a cell with a formula for the total

YEAR: 2024-25	Q1													
INCOME	MAY		JUN		JUL 1		Q1 TOTALS							
DUES	\$ 100.00	\$	100.00	\$	100.00	\$	300.00							
DONATIONS RECEIVED	\$ -	\$	-	\$	-	\$	-							
ASSESSMENT DONATIONS	\$ -	\$	-	\$	-	\$	-							
	\$ -	\$	-	\$	-	\$	-							
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	\$ -	\$	-	\$	-	\$	-6							
TOTALS	\$ 100.00	\$	100.00	\$	100.00	\$	300.00							

- 1 As an example, \$100 is entered as an estimate of dues to be collected in May, Jun, and Jul
- The Q1 TOTALS column calculates the total from these three months
- 3 The **TOTALS** line for income calculates all estimated income by month and for the quarter

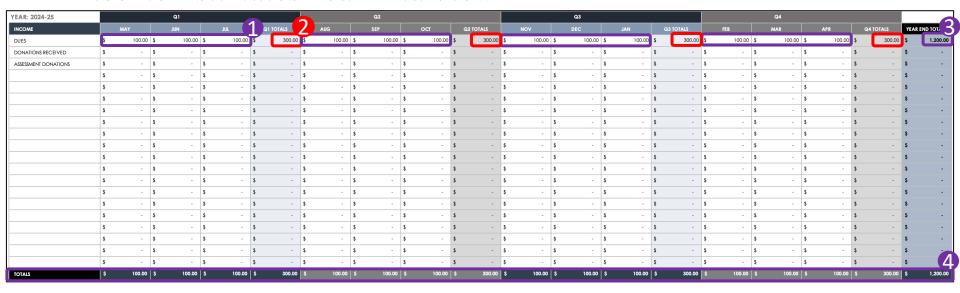
	Q4								
FEB	MAR	APR	(Q4 TOTALS	YEAR END TOTALS				
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- Continue to enter your estimates for each month for the entire conference year
- The last column includes your year end budget totals for all months for each category



- 1 As an example, \$100 is entered as an estimate of dues to be collected in Feb, Mar, and Apr
- 2 The Q4 TOTALS column calculates the total from these three months
- 3 The YEAR END TOTALS column calculates the total across all months for the conference year
- 4 The **TOTALS** line for income calculates all estimated income for the year, summarized by month, quarter and year

Income Estimates Year End View



- 1 As an example, \$100 is entered as an estimate of dues to be collected in every month
- 2 The QX TOTALS column calculates the total from these three months (\$300 each quarter)
- 3 The YEAR END TOTALS column calculates the total across all months for the conference year (\$1,200 total for the year)
- 4 The **TOTALS** line for income calculates all estimated income for the year, summarized by month (\$100), quarter (\$300) and year (\$1,200)

Expenses Categories



- Like income, major expense categories were created as examples and 20 rows are associated with each for additional subcategories
- Suggested expense categories include assessments, events expenses, donations given, and miscellaneous expenses
- If these do not apply, you can delete them or replace them with your own
- Empty rows can be left empty if they are not needed as they will not impact your calculations

Entering Expense Estimates

	Q1													
EXPENSES		MAY		JUN	JUL			Q1 TOTALS						
ASSESSMENTS	\$	-	\$		\$		\$							
	\$	-	\$	-	\$	-	\$	-						
	\$	-	\$	-	\$	-	\$	-						
	\$	-	\$	-	\$	-	\$	-						
	\$	-	\$	-	\$	-	\$	-						

- 1 Do NOT enter any estimates in the major expense category line
- 2 In each category, for each month, enter your subcategories and estimated expenses
- 3 Do NOT enter any estimates in the Q1 TOTALS line as this is a cell with a formula for the total

Entering Expense Estimates

	Q1										
EXPENSES	MAY		JUN		JUL 1	Q1 TOTALS					
ASSESSMENTS	\$ 100.00	\$	100.00	\$	100.00 \$	300.0					
District	\$ 100.00	\$	100.00	\$	100.00 \$	300.0					
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	\$ _	\$	-	\$	- \$	_					

- 1 The major category line for ASSESSMENTS calculates all estimated expenses by month and for the quarter
- 2 As an example, \$100 is entered as an estimate of district assessments to be given in May, Jun, and Jul
- 3 The Q1 TOTALS column calculates the total from these three months

Expenses Entering Expense Estimates

			Q4				
EXPENSES	FEB		MAR	APR	Q4 TOTALS	YEAR	END TOTALS
ASSESSMENTS	\$	-	\$	\$	\$	\$	
	\$	-	\$ -	\$ -	\$ -	\$	-
	\$	-	\$ -	\$ -	\$ -	\$	-
	\$	-	\$ -	\$ -	\$ -	\$	-
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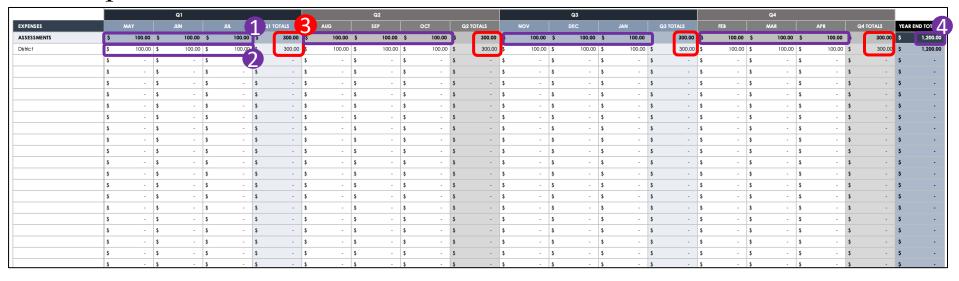
- Continue to enter your estimates for each month for the entire conference year
- The last column includes your year end budget totals for all months for each category

Entering Expense Estimates

	Q4												
EXPENSES	FEB		MAR	APR 1			Q4 TOTALS 300.00	YEA	R END TOTAL				
ASSESSMENTS	\$ 100.00	\$	100.00	\$	100.00	\$	300.00	\$	300.00				
District	\$ 100.00	\$	100.00	\$	100.00	\$	300.00	\$	300.00				
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- 1 The major category line for ASSESSMENTS calculates all estimated expenses for the year
- 2 As an example, \$100 is entered as an estimate of district assessments to be given in Feb, Mar, and Apr
- 3 The Q4 TOTALS column calculates the total from these three months
- The YEAR END TOTALS column calculates the total across all months for the conference year

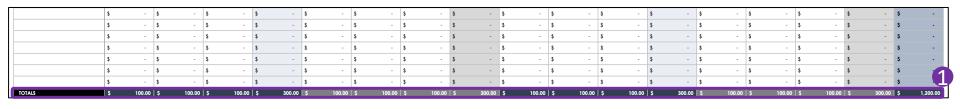
Expense Estimates Year End View



- 1 The major category line for ASSESSMENTS calculates all estimated expenses for the year for all subcategories
- 2 As an example, \$100 is entered as an estimate of district assessments to be given in every month for the entire conference year
- 3 The QX TOTALS column calculates the total from the three months (\$300 each quarter)
- The YEAR END TOTALS column calculates the total across all months for the conference year (\$1,200 total for the year)

Expense Estimates Year End View

	Q1							Q2				Q3							
EXPENSES	MAY		JUN	JU	UL	Q1 TOTALS	AUG	SEP	ост	Q2 TOTALS	NOV	DEC	JAN	Q3 TOTALS	FEB	MAR	APR	Q4 TOTALS	YEAR END TOTALS
ASSESSMENTS	\$ 100.00	\$	100.00	\$	100.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 1,200.00
District	\$ 100.00	\$	100.00	\$	100.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 1,200.00
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1 The **TOTALS** line for income calculates all estimated income for the year, summarized by month (\$100), quarter (\$300) and year (\$1,200); this can be found at the end of all expense categories

Wrap-Up

Year-to-Date Total

YEAR TO DATE TOTAL \$0.00

1 The year-to-date total box calculates your net funds after expenses are subtracted from income. It is our goal to keep this number positive (i.e., \$1,200 versus -\$1,200) as we continue to be good stewards of church funds to continue our kingdom building.

Template Completion and Submission

- Please review your spreadsheets thoroughly before submitting the final copy to the Finance Team
- Ensure that your organization's projected income and expenses for the entire conference year are included
 - Income (from dues, donations, fundraisers, etc.)
 - Expenses (for assessments, donations/gifts, events, fundraising preparation, miscellaneous, etc.)
 - Aim to have a positive net year-to-date total
- Email completed copies to: <u>bethelhfinance@gmail.com</u>
 - Email should come from organization's president, vice president, or treasurer
- Contact a member of the Finance Team, or email the above email address if you have any questions or concerns