

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: bethelhfinance@gmail.com
 - 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

Auxiliary Name here ①

PRESIDENT: ②

VICE PRESIDENT: ③

TREASURER: ④

ANNUAL AUXILIARY BUDGET TEMPLATE ⑤

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

Income

Income

Entering Income Estimates

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

- 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

Income

Entering Income Estimates

YEAR: 2024-25	Q1			
INCOME	MAY	JUN	JUL	Q1 TOTALS
DUES	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00
DONATIONS RECEIVED	\$ -	\$ -	\$ -	\$ -
ASSESSMENT DONATIONS	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
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
- 2 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

Income

Income Estimates Year End View

YEAR: 2024-25	Q1				Q2				Q3				Q4				YEAR END TOT.
INCOME	MAY	JUN	JUL	Q1 TOTALS	AUG	SEP	OCT	Q2 TOTALS	NOV	DEC	JAN	Q3 TOTALS	FEB	MAR	APR	Q4 TOTALS	YEAR END TOT.
DUES	\$ 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
DONATIONS RECEIVED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ASSESSMENT DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 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

- 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

Expenses

Categories

EXPENSES
ASSESSMENTS

- 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

Expenses

Entering Expense Estimates

	Q1				
EXPENSES	MAY	JUN	JUL	Q1 TOTALS	
ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	1
	\$ -	\$ -	\$ -	\$ -	2
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	3

- 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

Expenses

Entering Expense Estimates

EXPENSES	Q1				Q1 TOTALS
	MAY	JUN	JUL		
ASSESSMENTS	\$ 100.00	\$ 100.00	\$ 100.00	\$	300.00
District	\$ 100.00	\$ 100.00	\$ 100.00	\$	300.00
	\$ -	\$ -	\$ -	\$	-
	\$ -	\$ -	\$ -	\$	-
	\$ -	\$ -	\$ -	\$	-
	\$ -	\$ -	\$ -	\$	-
	\$ -	\$ -	\$ -	\$	-
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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

EXPENSES	Q4				YEAR END TOTALS
	FEB	MAR	APR	Q4 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

Expenses

Entering Expense Estimates

EXPENSES	Q4			Q4 TOTALS	YEAR END TOTALS
	FEB	MAR	APR		
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
- 4 The **YEAR END TOTALS** column calculates the total across all months for the conference year

Expenses

Expense Estimates Year End View

EXPENSES	Q1				Q2				Q3				Q4				YEAR END TOTAL
	MAY	JUN	JUL	Q1 TOTALS	AUG	SEP	OCT	Q2 TOTALS	NOV	DEC	JAN	Q3 TOTALS	FEB	MAR	APR	Q4 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 **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)
- ④ The **YEAR END TOTALS** column calculates the total across all months for the conference year (\$1,200 total for the year)

Expenses

Expense Estimates Year End View

EXPENSES	Q1				Q2				Q3				Q4				YEAR END TOTALS
	MAY	JUN	JUL	Q1 TOTALS	AUG	SEP	OCT	Q2 TOTALS	NOV	DEC	JAN	Q3 TOTALS	FEB	MAR	APR	Q4 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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TOTALS	\$ 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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TOTALS	\$ 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

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: bethelhfinance@gmail.com
 - 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