

## Budget Request Worksheet 2010



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It's that time again. Budgeting! It is time to start the process of budgeting for the HPF ministries for 2010. Attached is the form you will need to fill out and submit to your SaLT Leader as we develop the budget for the upcoming year. Please note that the form is divided into two sections. The first section provides you with space to list the goals for your ministry for the upcoming year. The second section is used to identify proposed expenditures. You should list these items in order of priority.

As guidance to help you develop your budget request:

1. Use your current budget as a guideline; however you need to justify all expenditures.
2. Budget requests should specifically meet your ministry goals.
3. **Provide timing of expenditures** if not spread out evenly throughout the year.
4. Designated Ministry Funds must also be budgeted to schedule expenditures and plan for cash flow. (ex. Missions, BFL)

Budgeting Timeline:

10/22/2009	Budget request forms distributed to ministry leaders by SaLT
11/08/2009	Budget requests due from ministry leaders
12/08/2009	Proposed budget presented by the Finance team

Please submit your completed Budget Request form no later than Sunday, Nov 1st.

To download the form, go to [www.myhpf.org/finance](http://www.myhpf.org/finance) and click on Budget Request then **save** the form to your computer. Once it is saved to your computer enter the information and email to [budget@hpf.org](mailto:budget@hpf.org)

The above form is in MS Word format. If you do not have MS Word, download the PDF version that can be printed out and manually submitted to your SaLT Leader.

If you need any assistance with either form, contact [Keith Hudgins](#) and he will assist you.

Your prayerful and timely completion of these items is greatly appreciated. We need everyone's input to ensure that the budget is complete and accurate.

SaLT and Finance Teams





