

Example

MINISTRY ACTION BUDGET OF 'XYZ' BAPTIST CHURCH
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Expense Report

	This Month	Y-T-D
<i>I. Our World Missions Ministry</i>		
Cooperative Program XX%		0
Association Missions XX%		0
Local Missions XX%		0
Total Missions Ministry	0	0
 <i>II. Pastoral Ministry</i>		
Personal Income		
Pastor's Income		0
Pastor's Housing		0
Protection Benefits		
Medical Coverage		0
Retirement Program		0
Total Pastoral Ministry	0	0
 <i>III. Education and Outreach Ministries</i>		
Bible Study Program: Literature and Supplies		0
Discipleship Training: Literature and Supplies		0
Mission Education: Literature and Supplies		0
Leadership Development		0
Outreach		0
Worship, Resources, and Music Ministry		0
Total Education and Outreach Ministry	0	0
 <i>IV. Supportive Ministries</i>		
Office Supplies		0
Postage, Printing, etc.		0
Publicity		0
Office Equipment		0
Secretary's Salary		0
Secretary's FICA		0
Worker's Compensation Insurance		0
Total Supportive Ministry	0	0
 <i>V. Ministry Related Expenses</i>		
Auto Expense		0
Convention Expense		0
Hospitality Expense		0
Library Expense		0
Continuing Education Expense		0
Total Ministry Related Items	0	0

Example

VI. Building and Grounds Ministry

Janitor's Salary		0
Janitor's FICA		0
Utilities		0
Insurance		0
Debt Retirement		0
Rental		0
Equipment and Supplies		0
Total Building and Grounds Ministry	0	0
TOTAL EXPENSE	0	0

Income Report

Local Undesignated Income		0
Income from other Sources		0
Total Undesignated Income	0	0
Designated Income		0
TOTAL INCOME	0	0
Surplus/(Deficit) for Month	0	0
Checkbook Balance (BOM)		
Plus (+) Deposits for Month		
Less (-) Expenditures for Month		
Checkbook Balance (EOM)	0	
Balance in Other Accounts		