ALL SOULS CHURCH, UNITARIAN
Annual Budget Request Form
Fiscal Year 2010 (January 1 - December 31)

**** Please return to Katie Loughary by SEPTEMBER 14, 2009****

Program/Committee/Task Force Name: _____

Prepared by: This is the person who will receive updates on this budget request.

Name , Position	Phone #	Email

1. Planning Overview
What services, programs and/or activities will your group be providing during the 2009 fiscal year? Please rate each item by level of importance (1=highest).

Date(s)	Description	Priority

2. Group Leaders
Who are your primary contacts? Please identify the preparer of this form with an *****.

Full Name, Title	Phone #	Email

3. Revenue Projections
How much will your group *raise* between January 1 – December 31, 2010? (Attach additional page if necessary.)

Revenue	Description/Assumptions
Total $ Amount:	

4. Expense Projections
How much will your group *spend* between January 1 – December 31, 2010? Please list expenses by type (eg, supplies, printing, honoraria, etc). (Attach additional page if necessary.)

Expenses	Description/Assumptions
Total $ Amount:	

Thank you for completing your FY2010 Budget Request Form. Please contact Katie Loughary if you have any questions. The Executive Team and/or Board of Trustees will do our best to approve your request as is; however, it may be necessary to make changes. The preparer of this form will be contacted via email if any changes are made before or after the Annual Meeting.

PLEASE DO NOT WRITE IN THIS SECTION (OFFICE USE ONLY)	
Date Received:	**Adjustments made after Annual Meeting:**
Adjustments made before Annual Meeting:	**Dates Contact Person was notified:**