

Church Budget for 2009¹

with accompanying administrative guidelines:

Cost Center – 200	Code	Assigned to:	2009 Monthly Budget:	2009 Yearly Budget:	2009 Totals:
Missions and Evangelism (Totals)			644.25 €		7,731.00 €
International Baptist Convention (7%)	200-1-1	Women's Ministry	192.00 €	2,304.00 €	
Bund der Evangelisch-freikirchlicher Gemeinden	200-1-2	Women's Ministry	242.25 €	2,907.00 €	
Landesverband Rheinland der Bund	200-1-3	Women's Ministry	95.00 €	1,140.00 €	
Benevolence Ministries	200-1-4	Deacons	25.00 €	300.00 €	
Mission Groups	200-1-6	Evangelism Team	25.00 €	300.00 €	
Local Outreach Projects	200-1-7	Evangelism Team	25.00 €	300.00 €	
Publicity / Pamphlets	200-1-8	Evangelism Team	15.00 €	180.00 €	
Internet / Web Outreach	200-1-9	Evangelism Team	10.00 €	120.00 €	
Miscellaneous Expenses	200-1-10		15.00 €	180.00 €	
Pastoral Support (Totals)			1,261.59 €		15,139.08 €
Pastor's Salary	200-2-1	Financial Team	0.00 €	0.00 €	
Pastor's Tax	200-2-2	Financial Team	0.00 €	0.00 €	
Pastor's Insurance	200-2-3	Financial Team	0.00 €	0.00 €	
Housing Allowance for Pastor	200-2-4	Financial Team	500.00 €	6,000.00 €	
Meeting Allowance for Pastor	200-2-5	Financial Team	45.00 €	540.00 €	
Guest Speaker Allowance	200-2-6	Financial Team	20.84 €	250.08 €	
Transportation Allowance for Pastor	200-2-7	Financial Team	150.00 €	1,800.00 €	
Bank Fees	200-2-8	Financial Team	20.00 €	240.00 €	
Pastoral Support	200-2-9	Financial Team	200.00 €	2,400.00 €	
Honorarium for Youth Pastor	200-2-10	Financial Team	300.00 €	3,600.00 €	
Miscellaneous Expenses	200-2-11	Financial Team	25.00 €	300.00 €	
Administrative Support (Totals)			85.00 €		1,020.00 €
Baptismal Supplies	200-3-1	Deacons	25.00 €	300.00 €	
Lord's Supper Supplies	200-3-2	Deacons	15.00 €	180.00 €	
Certificates	200-3-3	Secretary	5.00 €	60.00 €	
Postage	200-3-4	Secretary	15.00 €	180.00 €	
Office Supplies: other	200-3-5	Secretary	10.00 €	120.00 €	
Fellowship/Kitchen Supplies	200-3-6	Welcome Team	10.00 €	120.00 €	
Miscellaneous Expenses	200-3-10		5.00 €	60.00 €	
Educational Ministry (Totals)			345.00 €		4,140.00 €
Literature (Totals)			100.00 €	1,200.00 €	
Literature: children's	200-4-1-1	Children's Ministry Team	50.00 €	600.00 €	
Literature: Youth	200-4-1-2	Youth Ministry Team	25.00 €	300.00 €	
Literature: Women's	200-4-1-3	Women's Ministry Team	25.00 €	300.00 €	
Supplies (Totals)			35.00 €	420.00 €	
Supplies: children	200-4-2-1	Children's Ministry Team	15.00 €	180.00 €	
Supplies: youth	200-4-2-2	Youth Ministry Team	10.00 €	120.00 €	
Supplies: women's	200-4-2-3	Women's Ministry	10.00 €	120.00 €	
Teacher Training (Totals)			35.00 €	420.00 €	
Teacher Training: Children's	200-4-3-1	Children's Ministry Team	15.00 €	180.00 €	
Teacher Training: Youth	200-4-3-2	Youth Ministry Team	10.00 €	120.00 €	
Teacher Training: Women's	200-4-3-3	Women's Ministry	10.00 €	120.00 €	
Miscellaneous Expenses	200-4-10		5.00 €	60.00 €	
Worship Ministries			60.00 €		720.00 €
Music Purchases	200-5-1	Worship Team	15.00 €	180.00 €	
Sound System Expenses	200-5-2	Worship Team	10.00 €	120.00 €	
Offering Envelopes	200-5-3	Worship Team	15.00 €	180.00 €	
Supplies: general	200-5-4	Worship Team	10.00 €	120.00 €	
Miscellaneous Expenses	200-5-10		10.00 €	120.00 €	
Welcoming Ministries			38.00 €		300.00 €
Bulletin Printing	200-6-1	Welcome Team	15.00 €	180.00 €	
Visitor's Cards	200-6-2	Welcome Team	5.00 €	60.00 €	
Miscellaneous Expenses	200-6-10		5.00 €	60.00 €	
Building Upkeep			513.00 €		6,156.00 €
Monthly Rent	200-7-1	Building Supervision Team	500.00 €	6,000.00 €	
Church Cleaning	200-7-2	Building Supervision Team	0.00 €	0.00 €	
Insurance	200-7-3	Building Supervision Team	3.00 €	36.00 €	

¹Adopted by the church in business meeting on March 22, 2009.

Furniture / Equipment	200-7-4	Building Supervision Team	5.00 €	60.00 €
Miscellaneous Expenses	200-7-10		5.00 €	60.00 €

Totals:

Annual Total: 35,206.08 €
Monthly Total: 2,934.09 €
Weekly Total: 676.41 €

Guidelines for administering the church budget:

1. All expenditures, both budgeted and non-budgeted, must be approved in advance by the Finance Team.
2. All expenditures, both budgeted and non-budgeted, can be authorized according to the following guidelines:
 - a) Expenditures less than 50 Euros per item must be approved in advance by the Finance Team.
 - b) Expenditures more than 50 Euros but less than 300 Euros must be approved in advance by both the Finance Team and the Leadership Team.
 - c) Expenditures more than 300 Euros must be approved in advance by the church.
3. Expenditure requests must originate from the Ministry Team assigned to the cost center and have their approval.
4. Emergency and non-budgeted expenditure requests will be passed to the appropriate Ministry Team for consideration and approval. Upon approval, the above guidelines will then apply.