First Unitarian Universalist Church of Richmond

SAMPLE Fiscal Year Budget Request Form

NOTE: This form is to be used for planning purposes only. Actual fiscal year budget requests will be invited and submitted in January each year for the following fiscal year.

Instructions for Ministry Leaders

As we prepare the **Fiscal Year 20XX budget**, all ministries and teams are asked to complete this **Budget Request Summary Form**.

Please:

- Complete one form per ministry or team
- Keep responses concise and focused on essential needs
- Submit the completed form by **January 31, 20XX**

Your thoughtful input helps ensure that our shared budget reflects the mission, values, and priorities of First UU Richmond.

Questions or requests for assistance may be directed to the Finance Committee.

Budget Request Summary — Fiscal Year 20XX

Team / Ministry: _____

Submitted By: _____

Email: _____

Date Submitted: _____

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1. Purpose of Request

(1–2 sentences describing what the funds will support)

2. Total Amount Requested

$_____

3. Why This Is Needed

(Briefly describe how this request supports your ministry and the mission of First UU Richmond)

4. Impact if Not Funded

(What would be reduced, postponed, or eliminated?)

5. Additional Notes (Optional)

Signature: _____

Date: _____