

Northern New England Conference of Seventh-day Adventists



Evangelism Financial Planning and Request Materials

Submit by September 15 and request funding for the period beginning January 1 and ending December 31 of the upcoming calendar year. Do NOT include forms for meetings that have already been approved by the Evangelism Committee.

Northern New England Conference

Evangelistic Budget Request Application

1. Conference appropriation will not be given to a series of less than 15 meetings.
2. Return this form to the Evangelism Coordinator, Harry Sabnani, for approval at least 6 months prior to the meetings (preferably a year in advance).

Church Name _____ Type of Meeting _____

Speaker _____ District Pastor _____

Dates: From _____ To _____

Meeting Location _____

How does this application for funds integrate with the church's plans for the year? _____

<u>Expenses:</u>	<u>Requested</u>	<u>Approved</u>
<i>Advertising:</i>		
Handbills, Newspaper, Radio, TV, Billboards, Postage, etc.	\$ _____	_____
<i>Materials:</i>		
Bibles, Seminar Participant Packages, Lessons, etc.	\$ _____	_____
<i>Building Expenses:</i>		
Hall Rental or Church Utilities, etc.	\$ _____	_____
<i>Miscellaneous:</i>		
Pastor's Equipment Allowance, Child care, etc.	\$ _____	_____ *
Total Projected Expenses:	\$ _____	_____

<u>Income:</u>		
<i>Offerings/Seminar Participant Fees</i>	\$ _____	_____
<i>Church Contributions</i>	\$ _____	_____
Conference Contribution Requested:	\$ _____	_____
Total Projected Income:	\$ _____	_____

Disbursement:

Check for approved funds (first 90% of *line) payable to: _____
 (Please give name, address and date requested by) _____

Office Use Only	
Approved Amount: _____	
Approved By: _____	Date: _____
<small>Evangelism Committee Chair</small>	

Northern New England Conference of Seventh-day Adventists

Evangelism Financial Report

Church Name _____	Type of Meeting _____
Speaker _____	District Pastor _____
Dates: From _____	To _____
Meeting Location _____	

INSTRUCTIONS: In order to encourage greater efficiency in the use of evangelistic funds and to provide accountability for all budget monies, the Conference Evangelism Committee and Administration have implemented the following policy for securing evangelistic funds.

Conference Evangelism funds for approved projects are available on a “two-disbursement” plan: once a project has been approved, upon request, 90% of the funds may be sent to the campaign account designated in the Evangelistic Budget Request. When those funds have been used, the final 10% is sent when the Treasury Department receives receipts for the previous 90% **and** this completed form.

On this form, please record all expenses relating to the costs of the evangelistic effort under your supervision. Most of your expenses will undoubtedly occur “up front,” and the “two-disbursement” process need not be stretched over a long period of time. As soon as you have spent the amount in a given draft, record receipt amounts on this form, send receipts to the Treasury Department and request the next disbursement.

1st Disbursement: Conference Contribution \$ _____ X .90 = \$ _____

Expenses

DATE	PAID TO	PAID FOR	AMOUNT

Total \$ _____

2nd Disbursement: Conference Contribution \$_____ X .10 = \$_____

Expenses

DATE	PAID TO	PAID FOR	AMOUNT

Total \$ _____

Total Disbursements (100% of Conference Contribution) \$ _____

Total Expenses (from sections above) \$ _____



Income

Offerings/Seminar Participant Fees \$ _____

Church Contributions (should equal budget request amount) \$ _____

Conference Contribution (from previous section) (\$ _____)

Amount of Income over Expenses (returned to Conference) \$ _____

In the event that campaign expenses exceed income, submit an explanation to the Conference Evangelism Committee with a request for additional funding.

Please submit this form to: **Treasury Department
Northern New England Conference of SDA
91 Allen Avenue
Portland, ME 04103**