

# First Unitarian Universalist Church of San Antonio

## 2023-2024 Budget Request Form

Committee/Group: \_\_\_\_\_

Contact Person: Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Line item # (or state "new")	Line item descriptive name (i.e., Membership Supplies, COPS/METRO Dues, Choir Sheet Music, etc.)	2022-2023 budget (current year)
<p>Basic budget request amount:    \$_____</p> <p>What's included in this request? Attach an additional description page if more than a single item/activity is included. If requesting more than allocated in 2021-2022, provide an explanation for the additional amount. <b>You <u>must</u> indicate the Mission</b> of the church that the expenditure hopes to achieve.</p>		
<p>Aspirational budget request amount (beyond the basics):    \$_____</p> <p>What's included in this aspirational amount? Be specific! Attach an additional page with a breakdown if the request contains more than a single item. <b>You <u>must</u> indicate the Mission</b> of the church that the expenditure hopes to achieve.</p>		
<p>For each item you are requesting funds for, please indicate the fiscal quarter in which the funds will be drawn, i.e., 1st, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> quarter or combination. For any funds that will be needed during the 1<sup>st</sup> quarter</p>		

(June, July or August) provide specific justification as to why the funds must be expended during the 1<sup>st</sup> quarter.

**How many hours of childcare will be needed to carry out your identified activities? \_\_\_\_\_ x \$17.00 and add that amount to your Aspirational Budget (if no childcare is needed state, “none”- this blank must be completed.)**

Please return the completed form to the Office (hardcopy) or by email to Deb Loya [[treasurer@uusat.org](mailto:treasurer@uusat.org)]. The form will be available on-line December 1, 2021 and may be submitted after that date. Submit by JANUARY 15, 2023 for priority consideration (we’ll look at your request in the first go-round.) ALL budget requests are due in by JANUARY 31, 2023. Late submissions will be considered LAST (after all timely budget requests.)

Note: Last year’s Budget is attached for your reference

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## Our Mission

*Invite* all into caring community,  
*Inspire* spiritual growth, and  
*Involve* everyone in working for a peaceful, just, and free world.