

Children's Ministry Budget

Department	Item/Area	Amount	Explanation/Justification
Administrative	Office Supplies		Paper, sticky notes, file folders, etc.
	Postage		For general info and schedule mail outs.
	Advertising expenses		Signs, banners, etc. For promotional.
	Equipment		Computer, printer, paper cutter, etc. As needs arise.
Registration	Sign-in Supplies		Equipment, notebooks, sign in sheets, wrist bands, labels, etc.
	Filing System		Cabinets and files
Teaching	Curriculum		Cost of curriculum for the year.
	Toys & Supplies		Puppets, books, flannel, blocks, games, music, videos, etc.
	Furniture & Equipment		Shelves, cabinets, TVs, game stations, VCR/DVD players, etc.
Support Teams			
	Cleaning Team		Misc. expenses for meeting and cleaning supplies

	Special Events Team		Misc. expenses for meeting and supplies for special events
	Prayer Team		Misc. expenses for meeting and books and resources
	Resource Team		Storage united/containers and supplies for curriculum
Special Events			
	Family Fun Night		Food, supplies and resources needed to plan and hold the event
	Camp		Supplies and resources needed to plan and hold the event
	VBS or BBC		Guest speaker and supplies and resources for clubs
	Seasonal Party		Party supplies, food, etc.
	For Major Church Events		Child care for all major events
Misc. Expenses			
	Part time office assistant		Oversee schedules, Orientation, Registration and Supplies
	Conference w/Volunteers		Travel, lodging, meals, supplies and registration
	Conference (Leadership)		Key leaders attend a leadership conference w/me
	Ministers Orientation		Meetings, manuals, badges, etc.
	Ministers Training Library		Tapes, videos, computer, software, reading materials
	Ministers Appreciation		Gifts, cards, lunches, fellowship gatherings, etc.
	Ministers Shirts		Reorder Polo shirts for long term, T-Shirts for short term
	Total for the year:		