

## Monthly Budget Worksheet

If your agency does not provide a Personal and Ministry Budget, you must create your own. Fundraising is difficult without an accurate budget since you don't know how much to aim for. Use this format to create your budget for approval by your Board or supervisor. If married, work on this with your spouse. Not all line items will apply to your situation.

### Personal Monthly Expenses

#### Giving:

Local church \_\_\_\_\_  
 Local ministry \_\_\_\_\_  
 Ministry to the poor \_\_\_\_\_  
 Gospel advance \_\_\_\_\_  
 Extended family emergencies \_\_\_\_\_

#### Saving:

Emergency/vacation \_\_\_\_\_  
 Long-term (specify) \_\_\_\_\_

#### Debt:

Repay credit card debts \_\_\_\_\_  
 Repay other debts \_\_\_\_\_

#### Housing:

Rent or Mortgage \_\_\_\_\_  
 Home repairs/maintenance \_\_\_\_\_  
 Utilities (electric, gas, water, trash) \_\_\_\_\_  
 Home insurance/taxes \_\_\_\_\_  
 Internet/TV \_\_\_\_\_  
 Other \_\_\_\_\_

#### Auto and Transport:

Repay car loan \_\_\_\_\_  
 Petrol/fuel \_\_\_\_\_  
 Maintenance/repair \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Bus/train transport \_\_\_\_\_

#### Family

Kids' school costs \_\_\_\_\_  
 Sports/music \_\_\_\_\_  
 Allowances/other (specify) \_\_\_\_\_

#### Household/personal:

Groceries/paper goods/pets \_\_\_\_\_  
 Clothing/dry cleaning \_\_\_\_\_  
 Gifts (birthday, etc.) \_\_\_\_\_  
 Cosmetics/hair \_\_\_\_\_  
 Household/yard \_\_\_\_\_  
 Entertain/eat out \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

#### Medical:

Doctors/hospital \_\_\_\_\_  
 Medicines \_\_\_\_\_  
 Medical insurance \_\_\_\_\_  
 Other \_\_\_\_\_

#### Miscellaneous:

Hobbies/tech \_\_\_\_\_  
 Personal allowances \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

**A: TOTAL PERSONAL EXPENSE:** \_\_\_\_\_

#### Ministry Monthly Expense:

Entertain/food \_\_\_\_\_  
 Travel/lodging \_\_\_\_\_  
 Materials/subscriptions \_\_\_\_\_  
 Conferences/events \_\_\_\_\_  
 Professional development \_\_\_\_\_  
 Fundraising entertainment/travel \_\_\_\_\_  
 Technology/office/phone \_\_\_\_\_  
 Newsletter/donor communication \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

**B: TOTAL MINISTRY EXPENSE:** \_\_\_\_\_

**C: GRAND TOTAL (A and B):** \_\_\_\_\_

**Total Donor Income (12-month average):** \_\_\_\_\_

**Minus (C) Grand Total Expense:** - \_\_\_\_\_

**Amount to Raise Monthly** = \_\_\_\_\_ (Your Holy Number!)

*"Know well the condition of your flocks..." Proverbs 27:23*