

# Nonprofit Budgeting

## How is my budget established?

- Ongoing church budget - Historically, the nonprofit budget goes from year to year and doesn't fluctuate greatly. The outreach team determines the nonprofit budget during the months of October/November, for the next fiscal year.
- Love the 'Ville budget - The second budget source in 2022 was the 2021 Love the 'Ville Offering. This offering allowed us to allocate \$1,000 to each nonprofit, to love on each nonprofit's staff. For 2023, it is uncertain how many of these funds will go to nonprofits. Because the LTV offering is collected during December and into January, the outreach team will not know, until February, how much money we can designate towards the nonprofits.

## Timeline



## Working with the nonprofit to spend staff appreciation monies:

- The nonprofit can spend the \$1,000.00 as they like. For instance, they can spend it all at once, or they could break it up into \$250.00, quarterly.
- Staff appreciation ideas:
  - Serve lunches
  - Serve breakfast/donuts
  - Gift cards to Starbucks, Chick-fil-A, Amazon, etc.
  - Team outing – bowling, concert, etc.
  - Monthly staff birthday cakes/cupcakes
  - Christmas gifts / ornaments
  - Staff t-shirts
  - Spiritual retreat

## Who is responsible for what?

- Setting overall budget numbers – outreach team
- Asking nonprofit about fund disbursement timing/amounts – liaisons (month of January)
- Helping nonprofits use their staff appreciation budget – liaisons
- Purchasing – Rosemarie (for the most part)
- Maintaining budget numbers and liaison access to current budgets – Rosemarie

## Purchase request

- Purchases – need description or link for each item; also, how much you are spending per order/item. This includes gift cards, food, or anything for which you spend money
- Requests must be received at least 3 weeks prior to due date (please be mindful that some items require longer lead times, i.e., t-shirts)
- Gift card requests
  - Must be \$100 or less
  - Must be for a specific thing, place, or purpose
  - There must be follow up on how the card is spent
- Send requests to Rosemarie
- Rosemarie will process through the appropriate channels at church and will confirm orders with liaison within 3 business days