

## Budget process

In mid to late February each ministry will receive an email from Lori Kissinger with a breakout of their current expenses for the fiscal year along with the budget amount approved for their ministry in the current fiscal year.

An online form will be linked to that email that will allow ministries to make requests for the upcoming fiscal year.

A) If the current year budget was sufficient to cover the ministry expenses for the current year and it is not expected that additional funds will be requested your ministry you can simply reply to the initial email stating “no changes necessary” and/or if an online budget is not submitted, we will also assume that you wish not to make changes.

B) If you would like to request changes please follow the link provided in the email you will receive to request them for your ministry.

\*At any time during the fiscal year you are more than welcome to request a breakout of your ministries expenses by contacting Lori Kissinger at [LoriKissinger@stlukechurch.net](mailto:LoriKissinger@stlukechurch.net) for this information.

**All budget change/request submissions are due by April the 1<sup>st</sup>.**