

**Sample Budget Breakout**

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| **Budget Items by Position** | **1 QTR** | **2QTR** | **3QTR** | **4QTR** | **Total** |
| **President** |  |  |  |  |  |
| Board retreat |  |  |  |  |  |
| Incidentals, Board gifts |  |  |  |  |  |
| **1VP Spiritual Life** |  |  |  |  |  |
| Bible study materials |  |  |  |  |  |
| Leader training |  |  |  |  |  |
| **2VP Programs** |  |  |  |  |  |
| Decoration, supplies |  |  |  |  |  |
| Catering |  |  |  |  |  |
| Speaker |  |  |  |  |  |
| **Administrative Coordinator** |  |  |  |  |  |
| General office supplies |  |  |  |  |  |
| Printing |  |  |  |  |  |
| **Hospitality** |  |  |  |  |  |
| Paper products |  |  |  |  |  |
| Food |  |  |  |  |  |
| Decorations |  |  |  |  |  |
| Incidentals |  |  |  |  |  |
| **Inreach** |  |  |  |  |  |
| Special event supplies |  |  |  |  |  |
| Food |  |  |  |  |  |
| Decorations |  |  |  |  |  |
| Gifts- e.g., new moms |  |  |  |  |  |
| **Leadership Trainer** |  |  |  |  |  |
| Training materials |  |  |  |  |  |
| Meals for training days |  |  |  |  |  |
| **Outreach** |  |  |  |  |  |
| Special event supplies |  |  |  |  |  |
| **Participation** |  |  |  |  |  |
| Nametag materials |  |  |  |  |  |
| General office supplies |  |  |  |  |  |
| Newcomer gifts |  |  |  |  |  |
| Newcomer event |  |  |  |  |  |
| Farewell gifts |  |  |  |  |  |
| PWOC pins |  |  |  |  |  |
| **Praise & Worship** |  |  |  |  |  |
| CCLI |  |  |  |  |  |
| Printing |  |  |  |  |  |
| **Publicity** |  |  |  |  |  |
| Printing |  |  |  |  |  |
| Banners, other advertising |  |  |  |  |  |
| **Retreats & Events** |  |  |  |  |  |
| Retreat venue |  |  |  |  |  |
| Retreat speaker |  |  |  |  |  |
| Décor and supplies |  |  |  |  |  |
| Special event supplies |  |  |  |  |  |
| **Watchcare Coordinator** |  |  |  |  |  |
| Contract workers |  |  |  |  |  |
| Curriculum |  |  |  |  |  |
| Snacks |  |  |  |  |  |
| Extra events- training, retreat, etc. |  |  |  |  |  |
| **Miscellaneous** |  |  |  |  |  |
|  |  |  |  |  |  |
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