**Sample Budget Breakout**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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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