



Shiloh Missionary Baptist Church

Ministry Event Expense Worksheet

| | |
|--------------------------------|-------------------|
| MINISTRY NAME: | |
| Event: | Date of Event: |
| Expected Number in Attendance: | |
| President: | Telephone#: () - |
| Vice-President: | Telephone#: () - |

| LIST OF ITEMS | ESTIMATED EXPENSES |
|---|--------------------|
| Administrative (postage, copies, supplies): | |
| Food/Refreshments/Paper Goods: <i>*Please provide a list of detailed items on Page 2</i> | |
| Gifts/Appreciation Items: | |
| Honorarium: | |
| Awards/Recognition: | |
| Other: | |
| | |
| Total Estimated Expenses: | |

| PRINT NAME | SIGNATURE | DATE |
|--|-----------|------|
| Ministry President: | | |
| Finance: Sis. Deadra "Dede" Edwards | | |
| Pastor: Rev. Edward "Bebe" Hobson | | |

Upon completion, return this form to the Administrative Office.

Ministry Resources to notify:

- | | | | | |
|-------------------------------------|--|--------------------------------------|---|--|
| <input type="checkbox"/> Greeters | <input type="checkbox"/> Kitchen Committee | <input type="checkbox"/> Male Chorus | <input type="checkbox"/> Male Usher Board | <input type="checkbox"/> Media Ministry |
| <input type="checkbox"/> Mass Choir | <input type="checkbox"/> Usher Board #1 | <input type="checkbox"/> Security | <input type="checkbox"/> Usher Board #2 | <input type="checkbox"/> Youth Usher Board |



Shiloh Missionary Baptist Church

Ministry Event Expense Worksheet

Menu:

Paper Goods Needed:

Additional Details: