



Using the budget template

Having a robust system of budgeting is vital to the success of the project. That not only consists of income and expenditure but ensuring you have sufficient cashflow to pay for your project.

There is an Excel template that you can use for a 3 year period leading up to a build and for 2 years afterwards (to demonstrate sustainability of the project). See below for some notes on using this template.

You may as a church want to appoint someone in addition to your church treasurer who will manage the finances of the building project in order to share the significant time required.

Do a major review of your budget at least every year and monitor it on a monthly basis.

If you decide to use the budget template from Churchbuildingprojects.co.uk, this can be downloaded from Parish Resources at www.parishresources.org.uk/buildingprojects/. You can adapt it to suit your requirements.

You will of course need to be familiar with Excel. Please take care not to change formula in the cells which link each sheet together.

Start by entering your opening balance (cell C49 coloured in light yellow on purple tab sheet Year-3). Use the Summary sheet (light blue tab) to build your initial 5 year budgets.

Church Build Project Summary Project CAPITAL & OPERATIONAL Budget

Template for 5 year period - 3 years before build, one year build and one year after opening
Alter this template to suit your own circumstances, adding lines and changing line names



			INCOME:					
Row	Code	Description	Year - 3	Year - 2	Year - 1	Build year	Year 1	Total:
		Capital Appeal						£0.00
		Monthly donors						£0.00
		Gift Aid reclaim						£0.00
		Internal Events						£0.00
		External Trusts						£0.00
		External Corporates						£0.00
		Gifts in Kind						£0.00
		Bank interest						£0.00
		Investment interest						£0.00
		Ad Hoc events						£0.00
		Loans						£0.00
		Rental Income						£0.00
		Sales Income						£0.00
		Event Income						£0.00
								£0.00
			EXPENDITURE:					
Row	Code	Description	Year - 3	Year - 2	Year - 1	Build year	Year 1	Total:
		Fundraising: Materials						£0.00
		Fundraising: Advisor						£0.00
		Fundraising: Travel						£0.00
		Fundraising: Website						£0.00
		Fundraising: Video						£0.00
		Fundraising: Events						£0.00
		Ad hoc events						£0.00
		Land purchase						£0.00
		Employer Agent						£0.00
		Professional Fees						£0.00
		Legal Fees						£0.00
		Building costs						£0.00
		Land Costs						£0.00
		Fundraising Trust Applications						£0.00
		Corporates						£0.00
		BU Loan Repayment						£0.00
		Internal Furnishing						£0.00
		Catering						£0.00
		Staff Costs						£0.00
		Maintenance						£0.00
		Utility Bills						£0.00
		Insurance						£0.00
								£0.00

