



Alternative Use of Budgeted Funds Form

This form is used to track a change in use of funds from their original intended use. This form is meant to designate the fund that will come in under budget (surplus) and the budget that will account for the unplanned expense (overage).

These documents will be kept by the CST to track and produce reports for the Elders.

Section 1

- Date: _____
- Campus/P&L: _____

Section 2

- Budget Line that will come in UNDER budget (has the surplus):

- Why will the budget come in UNDER budget?

Section 3

- Budget line that will come in OVER budget (expense category):

- Unplanned/Unbudgeted Expense Amount: \$ _____

- Unplanned/Unbudgeted Expense Description:



- Will there be enough of a surplus in the budget outline in section 2 to cover the unplanned expense? **Yes/No**

Section 4

Section 2 Ministry Leader Print Name: _____

Section 2 Ministry Leader Signature: _____

Section 3 Ministry Leader Print Name: _____

Section 3 Ministry Leader Signature: _____

Campus Pastor Print Name: _____

Campus Pastor Signature: _____

*CST Director Print Name: _____

*CST Director Signature: _____

**Lead Pastor Print Name: _____

**Lead Pastor Signature: _____

*The CST Director must sign these documents to ensure that the CST has received and recorded this change.

**For details on who needs to approve and acknowledge these budget changes (including limits), please see the "SMCC Purchasing and Contract Obligation Policy" and refer to section 6.

