

ALL SOULS CHURCH, UNITARIAN

Annual Budget Process & Calendar

Fiscal Year 2017 (January 1 – December 31, 2017)

| Activity | Date/Deadline | Location |
|--|----------------|--|
| Initial distribution of 2017 budget calendar and budget request form | May 2016 | Email and hard copy |
| Distribute 2017 budget calendar, budget request form, and narrative budget | Aug.-Sep. 2016 | Aug. BOT meeting and order of service insert |
| Review budget process with Church Council leaders | Sep. 2016 | Pierce Hall |
| Budget requests due from committee chairs | Sep. 29, 2016 | Email or hard copy |
| Budget requests due from staff | Oct. 4, 2016 | Email or hard copy |
| Finance committee reviews 2017 budget draft | Oct. 16, 2016 | TBD |
| Board reviews draft budget | Oct. 26, 2016 | Oct. BOT meeting |
| Generosity Sunday (peak of campaign) | Oct. 18, 2016 | Sanctuary |
| Congregational budget review | Nov. 13, 2016 | TBD |
| Board reviews and approves 2017 budget | Nov. 16, 2016 | Nov. BOT meeting |
| Congregation votes on budget at Annual Meeting | Dec. 4, 2016 | Sanctuary |
| Adjust budget based on results of 2017 Generosity Campaign (if necessary) | Jan. 2017 | |
| Board votes on modified budget at scheduled meeting (if necessary) | Jan. 25, 2017 | January BOT meeting |

Contact Executive Director Katie Loughary (kloughary@allsouls.ws) with budget questions or comments.