

ALL SOULS CHURCH, UNITARIAN
Annual Budget Process & Calendar
Fiscal Year 2018
 (January 1 – December 31, 2018)

Activity	Date/Deadline	Location
Initial distribution of 2018 budget calendar and budget request form	June 2017	Email and hard copy
Distribute 2018 budget calendar, budget request form and Narrative Budget	August - September 2016	August BOT meeting and order of service insert
Review Budget process with Finance Committee	September 2017	TBD
Budget requests due from Committee chairs	September 26, 2017	Email or hard copy
Budget Requests due from Staff	October 1, 2017	Email or hard copy
Finance committee reviews 2018 budget draft	October 15, 2017	Katie's Office
Board reviews DRAFT budget	October 18, 2017	Library
Generosity Sunday (peak of campaign)	October 29, 2017	Sanctuary
Congregational Budget Review	November 12, 2017	Eaton
Board reviews and approves 2018 budget	November 15, 2017	November BOT meeting
Congregation votes on budget at Annual Meeting	December 3, 2017	Sanctuary

Contact Katie Loughary, Executive Director at kloughary@allsouls.ws with your budget questions or comments.