

**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	Jun. 2017	Email and hard copy
Distribute 2018 budget calendar, budget request form, and narrative budget	Aug. – Sep. 2016	Aug. BOT meeting and order of service insert
Review Budget process with Finance Committee	Sep. 2017	TBD
Budget requests due from committee chairs	Sep. 26, 2017	Email or hard copy
Budget Requests due from staff	Oct. 10, 2017	Email or hard copy
Finance committee reviews 2018 budget draft	Oct. 15, 2017	TBD
Board reviews draft budget	Oct. 25, 2017	Oct. BOT meeting
Generosity Sunday (peak of campaign)	Oct. 29, 2017	Sanctuary
Congregational budget review	Nov. 12, 2017	TBD
Board reviews and approves 2018 budget	Nov. 15, 2017	Nov. BOT meeting
Congregation votes on budget at Annual Meeting	Dec. 3, 2017	Sanctuary

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