



Annual Budget Request Form
Fiscal Year 2021-2022 (July 1, 2021-June 30, 2022)
Please submit by January 4, 2021

Program/Group Name: _____

Contact Info of person (s) preparing this budget request and others who need updates

Name	Phone #	Email

Planning Overview: What is your plan? Think about what you've done in the past, what worked, what did not work. What activities will your group accomplish and what are your priorities?

Dates for Planned Activities	Description	\$ Expense Projections

Revenue Projections: Funds raised in 2021 will be added to the overall Program/Committee Revenue. Most individual revenue lines have been eliminated to promote ASCU communal values. Events can be listed separately and will have an in/out account to track income and expenses. More info to be provided on December 19, 2020 at the Church Council Meeting or contact Traci.

Amount \$ for Program Contribution	Description/Assumptions	Date you expect to raise funds

Thank you for completing your FY2021-2022 Budget Request Form. Please contact Traci L. Hughes-Trotter (executivedirector@allsouls.ws or call 202-517-1463) with any questions. The preparer of this form will be contacted via email with information regarding your budget before the Annual Meeting.



Annual Budget Process & Calendar
 Fiscal Year 2022
 (July 1, 2021 – June 30, 2022)

<u>Activity</u>	<u>Date/Deadline</u>	<u>Location</u>
Initial Board Budget Discussion	August 14 or 15 th 2020	Online
Initial distribution of FY 2021-2022 budget calendar and budget request form to staff	December 4, 2020	Email
Initial distribution of FY 2021-2022 budget calendar and budget request form sent to Committee Leaders/Church Council Meeting	December 9, 2020	Email/Online
Budget requests due from Committee Chairs/	January 4, 2021	Emailed to ED
Board sets budget values for FY 2021-2022	January 27, 2021	Online
Review budget process and format with Finance Committee	February 19, 2021	Online
Review budget format with Board	February 24, 2021	Online
Generosity Campaign/Annual Campaign START	March 7, 2021	Online/Long Distance Service
Finance Committee approves FY 2021-2022 budget formulation draft	April 19, 2021	TBD
Generosity Campaign/Annual Campaign FINISH	April 25, 2021	TBD
Board reviews draft FY 2021-2022 budget formulation	April 28, 2021	TBD
Draft budget sent to the Congregation	May 7, 2021	Email/Website
Congregational Budget Presentation	May 16, 2021	TBD
Board reviews and approves the FY 2021-2022 Budget	May 26, 2021	TBD
Congregation votes on FY 2021-2022 budget at Annual Meeting	June 6, 2021	TBD

Contact Traci L. Hughes-Trotter, Executive Director, at executivedirector@allsouls.ws or 202.517.1463 with your budget questions or comments. Unless otherwise indicated, locations are TBD to accommodate COVID-19 restrictions.