

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 <sup>th</sup> 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 <b>START</b>	March 7, 2021	Online/Long Distance Service
Finance Committee approves FY 2021-2022 budget formulation draft	April 19, 2021	Online
Generosity Campaign/Annual Campaign <b>FINISH</b>	April 25, 2021	Online
FY 2021-2022 draft budget formulation <b>DUE to Congregation</b>	May 1, 2021	Email
Congregational Budget Hearing/Draft Budget presentation	May 8, 2021	Online
FY 2021-2022 draft budget formulation <b>DUE to Board</b>	May 12, 2021	Email
Board reviews and approves the FY 2021-2022 Draft Budget for presentation to Congregation	May 19, 2021*	Online
Draft Budget sent to the Congregation <sup>1</sup>	May 21, 2021	E Newsletter/Website
Congregation votes on FY 2021-2022 Budget at Annual Meeting	June 6, 2021	Online

<sup>1</sup> This must be sent with a complete packet of Notice of the Annual Meeting and agenda. This must be sent by either first-class mail or by electronic communication no later than two weeks before the June 6, 2021 meeting.



# All Souls Church Unitarian

a diverse, spirit-growing, justice-seeking community

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

\*The budget was reviewed at the 4.28.2021 business meeting.