

ALL SOULS CHURCH, UNITARIAN
Annual Budget Process & Calendar
Fiscal Year 2012
(January 1 – December 31, 2012)

Activity	Date/Deadline	Time	Location
Share Budget calendar with BOT, Program Directors and Council	<i>June 15, 2011</i>	--	<i>Email and hard copy</i>
Issue request for budget input	<i>August 24, 2011</i>	--	<i>Email</i>
Identify Board members to work on Budget team	<i>August 2, 2011</i>	<i>7 pm</i>	<i>August BOT meeting</i>
Budget requests due from Committees	<i>September 20 2011</i>	--	<i>Email or hard copy</i>
Budget Requests due from Program Staff	<i>September 27, 2011</i>	--	<i>Email or hard copy</i>
Executive Director presents draft to Board Subcommittee	<i>Mid October (TBD), 2011</i>	<i>TBD</i>	<i>Katie's Office</i>
Council Meeting Budget presentation	<i>October 15, 2011</i>		<i>Pierce Hall</i>
Generosity Sunday (peak of campaign)	<i>October 23 2011</i>	--	<i>Sanctuary</i>
Board reviews at October board meeting	<i>October 26, 2011</i>	<i>7pm</i>	<i>October BOT meeting</i>
Congregational Budget Hearing	<i>November 20, 2011</i>	<i>1-3pm</i>	<i>Sanctuary</i>
Board votes at scheduled meeting	<i>November 23, 2011</i>	<i>7pm</i>	<i>November BOT meeting</i>
Congregation votes on budget at Annual Meeting	<i>December 4, 2011</i>	<i>1pm</i>	<i>Sanctuary</i>
Adjust budget based on results of 2012 Generosity Campaign (if necessary)	<i>January 2012</i>	--	
Board votes on modified budget at scheduled meeting (if necessary)	<i>January 25, 2012</i>	<i>7pm</i>	<i>January BOT meeting</i>

Contact Barry Johnson, ASC Treasurer at barryjdc@yahoo.com with your budget questions or comments.