

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

<u>Activity</u>	<u>Date/Deadline</u>	<u>Location</u>
Initial distribution of 2018 budget calendar and budget request form	<i>June 2017</i>	<i>Email and hard copy</i>
Distribute 2018 budget calendar, budget request form and Narrative Budget	<i>August - September 2016</i>	<i>August BOT meeting and order of service insert</i>
Review Budget process with Finance Committee	<i>September 2017</i>	<i>TBD</i>
Budget requests due from Committee chairs	<i>September 26, 2017</i>	<i>Email or hard copy</i>
Budget Requests due from Staff	<i>October 1, 2017</i>	<i>Email or hard copy</i>
Finance committee reviews 2018 budget draft	<i>October 15, 2017</i>	<i>Katie's Office</i>
Board reviews DRAFT budget	<i>October 18, 2017</i>	<i>Library</i>
Generosity Sunday (peak of campaign)	<i>October 29, 2017</i>	<i>Sanctuary</i>
Congregational Budget Review	<i>November 12, 2017</i>	<i>Eaton</i>
Board reviews and approves 2018 budget	<i>November 15, 2017</i>	<i>November BOT meeting</i>
Congregation votes on budget at Annual Meeting	<i>December 10, 2017</i>	<i>Sanctuary</i>

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