

**ALL SOULS CHURCH, UNITARIAN**  
**Annual Budget Process and Calendar**  
**Fiscal Year 2010 (January 1 – December 31, 2010)**

<b>Activity</b>	<b>Date/Deadline</b>	<b>Time</b>	<b>Location</b>
Share budget calendar with BOT, Program Directors and Council	<i>May</i>		<i>Email and hard copy</i>
Issue request for budget input	<i>Aug. 20, 2009</i>		<i>Email</i>
Budget requests due from Committees	<i>Sept. 14, 2009</i>	<i>--</i>	<i>Email or hard copy</i>
Budget requests due from Program Staff	<i>Sept. 21, 2009</i>	<i>--</i>	<i>Email</i>
Congregational Budget Overview	<i>Oct. 4, 2009</i>	<i>1pm</i>	<i>Sanctuary</i>
Executive Team presents draft to Board Subcommittee	<i>TBD</i>		<i>TBD</i>
Board reviews at scheduled meeting	<i>Oct. 22, 2009</i>	<i>7pm</i>	<i>Eaton</i>
Generosity Sunday (peak of campaign)	<i>Oct. 25, 2009</i>		<i>Sanctuary</i>
Congregational Budget Hearing	<i>Nov. 15, 2009</i>	<i>1-3pm</i>	<i>Sanctuary</i>
Board votes at scheduled meeting	<i>Nov. 19, 2009</i>	<i>7pm</i>	<i>Eaton</i>
Congregation votes on budget at Annual Meeting	<i>Dec. 6, 2009</i>	<i>1pm</i>	<i>Sanctuary</i>
Adjust budget based on I results of 2008 Generosity Campaign (if necessary)	<i>Jan. 2010</i>	<i>--</i>	<i>--</i>
Board votes on modified budget at scheduled meeting (if necessary)	<i>Jan. 28, 2010</i>	<i>7pm</i>	<i>TBD</i>

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