

ALL SOULS CHURCH, UNITARIAN
Annual Budget Process & Calendar
Fiscal Year 2011 (January 1 – December 31, 2011)

Activity	Date/Deadline	Time	Location
Share budget calendar with BOT, program directors, and Council	<i>June 16, 2010</i>	--	<i>Email and hard copy</i>
Issue request for budget input	<i>Aug. 24, 2010</i>	--	<i>Email</i>
Identify board members to work on Budget Team	<i>Aug. 26, 2010</i>	<i>7 pm</i>	<i>Aug. BOT meeting</i>
Budget requests due from committees	<i>Sept. 18, 2010</i>	--	<i>Email or hard copy</i>
Budget requests due from program staff	<i>Sept. 21, 2010</i>	--	<i>Email or hard copy</i>
Executive Director presents draft to Board subcommittee	<i>Mid-Oct. (TBD), 2010</i>	<i>TBD</i>	<i>Katie's Office</i>
Generosity Sunday (peak of campaign)	<i>Oct. 24, 2010</i>	--	<i>Sanctuary</i>
Board reviews at scheduled meeting	<i>Oct. 27, 2010</i>	<i>7 pm</i>	<i>Oct. BOT meeting</i>
Congregational Budget Hearing	<i>Nov. 14, 2010</i>	<i>1-3 pm</i>	<i>Sanctuary</i>
Board votes at scheduled meeting	<i>Nov. 24, 2010</i>	<i>7 pm</i>	<i>Nov. BOT meeting</i>
Congregation votes on budget at Annual Meeting	<i>Dec. 5, 2010</i>	<i>1 pm</i>	<i>Sanctuary</i>
Adjust budget based on results of 2008 Generosity Campaign (if necessary)	<i>Jan. 2011</i>	--	
Board votes on modified budget at scheduled meeting (if necessary)	<i>Jan. 26, 2011</i>	<i>7 pm</i>	<i>Jan. BOT meeting</i>

Questions or comments to Katie Loughary (kloughary@allsouls.ws or 202.332.5266 ext 103).