

Budget Process Calendar

	Budget & Finance Committee (B&F)	Mission Review Committee (MRC)	Council /Board of Trustees	Presbytery Office
January	Ensure that all groups using Ecclesiastical funds use the first quarter of the year to plan and budget for the following year	Ensure that all groups using Mission funds use the first quarter of the year to plan and budget for the following year		
February		Ensure that all committees and groups who fund partner organizations arrange to meet with them to discuss funding needs		
March	All ecclesiastical budget requests are due to B&F by March 31 st	All mission budget requests are due to MRC by March 31 st	Ensure that all Task Force applications to (re)covenant with the Council are made by March 31 st	
April	B&F begins to prepare the first draft of the Mission and Ecclesiastical (M&E) budget and reports to Council the status of budget requests - B&F, MRC and Personnel chairs meet to confer - B&F begins reviewing and shaping the ecclesiastical budget	Narrative and interpretive materials to support budget requests from all groups funded by mission budget are due to MRC by April 30 st - B&F, MRC and Personnel chairs meet to confer - MRC begins reviewing and shaping the mission budget		Presbytery Office sends out 1st Q report to all churches on per capita and mission pledges
May	All groups who fund partner organizations shall inform those organizations of their decision regarding funding levels - B&F continues reviewing and shaping the ecclesiastical budget	All groups who fund partner organizations shall inform those organizations of their decision regarding funding levels - MRC continues reviewing and shaping the mission budget		Presbytery office begins updating interpretive stewardship materials for distribution throughout the Presbytery
June			Council sees the first draft of the Mission and Ecclesiastical budgets and returns them to B&F and MRC with comment.	
July & August	B&F reviews Council's input and amends the ecclesiastical budget for a second reading by Council - B&F decides what per capita figures and % breakdown of mission monies to recommend to Council		Trustees: Notify B&F of endowment draw for Mission and Ecclesiastical budgets	A mission interpretation packet is compiled by Sept. 1st using materials submitted. July - Presbytery Office sends out 2Q report to all churches on per capita and mission pledges
September			Council receives a second draft of the M&E budgets and forwards to the Presbytery for a first reading, along with the ecclesiastical per capita and % breakdown of mission monies.	The Presbytery office creates interpretation packets for use throughout the Presbytery, and distributes at first fall Presbytery meeting
October	B&F reviews Presbytery's input and amends the budget for a third reading by Council and second reading by Presbytery			Presbytery Office sends out 3Q report to all churches on per capita and mails out mission support Mission Pledge Forms for next year are sent by Presbytery Office to each church
November	Final reading and adoption of budget	MRC reports mission pledges to Presbytery		Presbytery Offices sends out Year-End Treasurer Mailing including M&E remittance forms for next year
December	Distribute budget request worksheets to all groups			Presbytery Office sends out 4 th quarterly report to all churches on per capita and mission pledges