

## Budget Process Calendar

	<b>Budget &amp; Finance Committee (B&amp;F)</b>	<b>Mission Review Committee (MRC)</b>	<b>Council /Board of Trustees</b>	<b>Presbytery Office</b>
January	Ensure that all groups using Ecclesiastical funds plan use the first quarter of the year to plan and budget for the following year	Ensure that all groups using Mission funds plan use the first quarter of the year to plan and budget for the following year		
February		Ensure that all committees and other groups who fund partner organizations arrange to meet with representatives of those organizations to discuss funding needs		Fin Mgr reports on full year of per capita and mission giving. Fin Mgr answers questions from Comm Chairs
March	All ecclesiastical budget requests are due to B&F by March 31 <sup>st</sup>	All mission budget requests, including interpretive material are due to MRC by March 31 <sup>st</sup> Mission pledges will be reviewed.	Ensure that all Task Force applications to (re)covenant with the Council are made by March 31 <sup>st</sup>	Fin Mgr answers questions from Comm Chairs Fin Mgr updates budget to include Y/E data for prior year
April	B&F begins to prepare the first draft of the Mission and Ecclesiastical (M&E) budgets and report to Council the status of budget requests B&F and MRC chairs meet to confer B&F begins reviewing and shaping the ecclesiastical budget	B&F and MRC chairs meet to confer MRC begins reviewing and shaping the mission budget		Presbytery Office sends out 1 <sup>st</sup> quarterly report to all churches on per capita and mission pledges
May	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, and makes an estimate of mission income for the next year. All groups who fund partner organizations shall inform those organizations of their decision regarding funding levels <sup>1</sup>		Presbytery office begins updating interpretive stewardship materials for distribution throughout the Presbytery Fin Mrg updates draft budget as data is received; keeps B&F and MRC informed of status
June			Council sees the first drafts of the M&E budgets, and returns them to B&F and MRC with comment.	
July & August	B&F reviews Council's input and amends the budget for a second reading by Council B&F decides what per capita figures and % breakdown of mission monies to recommend to Council	MRC reviews Council's input and amends the budget for a second reading by Council. All groups who fund partner organizations communicate any changes to those organizations	<b>Trustees:</b> Notify B&F and MRC of endowment draw for Mission and Ecclesiastical budgets	A mission interpretation packet is compiled by Presbytery office by Sept. 1st, using the materials submitted. July - Presbytery Office sends out 2 <sup>nd</sup> quarterly report to all churches on per capita and mission pledges. FM updates endowment drawdown for

				based on June 30 endowment fund balances
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September			Council receives a second draft of the M&E budgets, forwarding them to the Presbytery for a first reading, along with the ecclesiastical per capita and % breakdown of mission monies.	The Presbytery office distributes interpretation packets at first fall Presbytery meeting and on website.
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 3 <sup>rd</sup> quarterly report to all churches on per capita
November	Final reading and adoption of budget	MRC reports mission pledges to Presbytery		
December				Fin Mgr prepares and distributes budget request worksheets to all groups at Leadership Workshop Fin Mgr sends out year-end letter and mission support cards to all Treasurers, with with a requested return of Dec. 31.