

March

Budget Projection worksheets distributed to Committee Chairs at Program Commission. Worksheet includes:

- Previous year budget
- Year to date spending
- Space for next year's projection

April

Committees submit projections to Church Administrator prior to Program Commission Meeting.

Administrator prepares report for Program Commission.

Program Commission reviews projections.

Administrator prepares preliminary budget for publication.

Budget Committee approves preliminary budget with annotations.

May

Proposed budget with annotations distributed to members and attenders along with Planned Giving response forms.

June

Budget Committee collects Planned Giving responses and reviews process.

July-August

Budget Committee prepares revised budget based on Planned Giving for presentation at August Congregational Meeting. Council and/or Program Commission reviews revised budget if possible, before Congregational Meeting.

September

Reorganization of Budget Committee: Treasurer, Assistant Treasurer, Office Administrator

Program Commission – 1 member, 2 year alternating term

Council – 1 member, 2 year alternating term – chair alternates between Program Commission and Council