

Budget and Finance Committee Calendar
As of March 20, 2016

January	<p>Present revised budget to Church Council, if needed</p> <p>If requested by Church Council, recommend amount from “retained contributions” to be added to budget lines</p> <p>Approved budget available in church two weeks preceding January Budget meeting</p> <p>Work with Congregational Administrator to set up six Fair Share payments (early Jan – early June)</p> <p>Work with Congregational Administrator to set up quarterly Endowment Distributions to arrive in NCSB account in March, June, September and December.</p> <p>Capital Reserve Fund investment changes.</p> <p>Annual Review of Unrestricted Gifts</p> <p>Church Council liaison Report/Minutes</p> <p>Review Balance Sheet and Cash Flow</p>
February	<p>Planned Giving Committee develops focus for coming year. ie Olympia Brown Society</p> <p>Newsletter notice and email to committee chairs regarding CRF requests</p> <p>Church Council liaison Report/Minutes</p> <p>Review Balance Sheet and Cash Flow Statement</p> <p>Investment Committee report</p>
March	<p>Church Council liaison Report/Minutes</p> <p>Review Balance Sheet and Cash Flow Statement</p>

April	Planned Giving Month Planned Giving Workshop (odd numbered years) – Olympia Brown Society Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement Begin process of contacting Committee Chairs to determine Maintenance/Wish List Budget for the following year
May	Schedule Financial Review every five years (2017) Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement Investment Committee report
June	Continue process of preparing Preliminary Draft Budget for CC August meeting Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement
July	Prepare Draft Budget for Church Council / Stewardship Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement
August	Review Budget with Church Council Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement Investment Committee Report

September	Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement
October	Annual Meeting - prepare Annual Report Review 5% Endowment spending policy Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement
November	CRF Newsletter Article Determine UUA Distribution amount from previous 12 quarters Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement Investment Committee Report
December	Make sure that all Reserved Account balances have been transferred to the Balance Sheet / proper bank account. Church Council liaison Report/Minutes Review Balance Sheet and Cash Flow Statement