ORG Budgeting Process for January through December Fiscal Year

20-Jun-16

Meetings | Deadline Dates

DATES	TASK	LEADER RESPONSIBLE / BOARD & STAFF PARTICIPANTS	NOTES
Mar - May	***Develop Strategic Focus***		
3/1 - 5/19	Develop strategic focus areas for upcoming budget year; confirm with board	**Executive Director (ED),** Board, Finance Team and Program Team	Confirm planned program alignment with strategic goals
5/26 Retreat	Present, review, confirm mission and strategic plans for budget year at **Board Retreat**	**Executive Director (ED),** Chief of Programs (COP), Chief of Staff (COS), Board members	Ensure that all strategic initiatives with budget impact are included in budget process.
June	***Develop Strategic Focus***		
1 - 17	Provide prior year & year-to-date departmental reports to program & management depts.	**Director of Finance (DF),** with assistance as assigned. Controller to meet with staff to review reports.	Include all detail and year-to-date cumulative data for use in creating year-end projections. Controller meetings with staff to confirm/correct coding and answer questions.
20 - 30	Update year-end projections.	**COP, COS, DF,** with assistance as assigned	Controller to meet with staff to assist with projections process.
27 -29	3-day departmental Strategic Focus Retreat	**COP, COS, DF,** program/departmental leaders & managers	Facilitated retreat to confirm program and operations plans for upcoming year per board retreat.
July	***Confirm Strategy / Plan Programming / Projections***		
1 - 15	Continue work on year-end projections and program planning.	**COP, COS, DF,** with assistance & participants as assigned	Projections are needed for both mid-year ED Grant report due 7/31 and for budgeting process.
5 - 31	Develop programming schedule and partner selection.	**COP, COS, DF,** with assistance & participants as assigned	Anticipate special costs.
11	Program **Departmental Meeting** / Budget Process check-in	**COP** & participants as assigned	
15	Year-end projections **DUE** to Finance team.	**COP, COS, DF,** with assistance & participants as assigned	Preliminary submission for review and comment by finance team and COP.
15 - 24	Finance team and COP review, question, confirm projections. **Finalize by 7/24.**	**COP, COS, DF,** with assistance & participants as assigned	Finalize by 7/24.
24	Deadline for **final** year-end projections for Govt APR Report	**COP, COS, DF,** with assistance & participants as assigned	
25	Program **Departmental Meeting** / Budget Process check-in	**COP** & participants as assigned	