

## UU Fellowship of Newark Budget Adoption Timeline

12/13/2019

When	Who	Action	What	Where
12/15/2019	Treasurer	Submit	Request for budget requests	Communications
12/31/2019	Communications	Publish	Request for budget requests	Connections, Uupdate
1/1/2020	Treasurer	Email	Request for budget requests	Lay Leaders
January-20	Teams/committees	Consider	budget amounts	Selves
1/26/2020	Treasurer	Reports	Financial status	Congregational meeting
1/31/2020	Teams/committees	Request	budget amounts	Treasurer
2/18/2020	Finance	Approve	Preliminary budget	Finance meeting
3/1/2020	Stewardship	Kick-off	Pledge campaign	Everywhere
3/19/2020	Stewardship	Host	Pledge-palooza	MacKinnon
4/5/2020	Stewardship	Close	Pledge campaign	Stewardship meeting
4/8/2020	Board	Recommend	Proposed budget	Board meeting
4/15/2020	Treasurer	Submit	Proposed budget	Communications
4/30/2020	Communications	Publish	Recommended budget	Connections, Uupdate
5/7/2020	President	Distributes	Agenda & budget	Email blast
5/17/2020	Congregation	Approve	Budget	Congregational meeting
5/17/2020	Treasurer	Submit	Approved budget	Communications
5/30/2020	Communications	Publish	Approved budget	Connections, Uupdate