**FUUSM Finance Calendar**

**2019-2020**

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| **Activity** | **Completion Date** | **Responsible Party (ies)** | **Comments** |
| Submission of financial reports from prior fiscal year | July 15 | Board, Finance Committee, Committee chairs |  |
| Monthly Meeting – Finance Committee | July 22 | Finance Committee (Agenda set by chair & note-taker) |  |
| Quarterly reports (Q2), BWC | July 30 | Bookkepper |  |
| Plan Service Auction | Late July  | Finance Committee | Confirm 2020 service auction coordinator; set date; reserve MC-Gathering Place |
| Monthly Meeting – Finance Committee | August 26 | Finance Committee (Agenda set by chair & note-taker) |  |
| Continue planning of service auction | Late August | Auction Coordinator | Reserve location (MC Gathering Place); send out invitation for items |
| Send out invitations and requests for items | Mid-September | Auction Coordinator |  |
| Monthly Meeting – Finance Committee | September 23 | Finance Committee (Agenda set by chair & note-taker) |  |
| Quarterly reports (Q3), BWC | October 1 | Bookkeeper |  |
| Monthly Meeting – Finance Committee | October 28 | Finance Committee (Agenda set by chair & note-taker) | Initial planning for yard sale and other fund raisers throughout the year |
| Service Auction | November 9 MC-Gathering Place | Finance Committee, Auction Organizer  |  |
| Set pledge drive goal; select pledge coordinator (s); set pledge-drive process | Mid-November | Finance Committee (with BoT approval) |  |
| Monthly Meeting – Finance Committee | November 25 | Finance Committee (Agenda set by chair & note-taker) | Post-mortem on service auction |
| Staff holiday gifts | December 1 |  Board |  |
| Disperse staff gifts | December 21 | Finance Committee, Financial Assistant |  |
| Monthly Meeting – Finance Committee | December 16 | Finance Committee  |  |
| Give half-year budget status to committee chairs and ask for initial requests for next year | January 15, 2020 | Committee Chairs |  |
| Arrange core group for upcoming Pledge Drive | January 15, 2020 | Core group, Finance Committee (in collaboration with Board) |  |
| Report membership and other data to UUA | January 31, 2020 | Administrative Assistant & others |  |
| Core group plans Pledge Drive | Late January  | Pledge drive core group in collaboration with Finance Committee |  |
| Monthly Meeting – Finance Committee; Decide on 2020 Yard Sale | January 27 | Finance Committee (Agenda set by chair & note-taker) | Arrange pledge drive & budget details |
| W2, 1099s, quarterly reports (Q4), BWC | Mid-January | Bookkeeper |  |
| Arrange for annual audit | End of January | Dave Ballantybe |  |
| Initiate Pledge Drive | End of January  | In collaboration with Finance Committee |  |
| Develop scripts for Pledge Drive  | First week of February  | Core Pledge Drive Group,  |  |
| Promote Pledge Drive  | Early February  | Core Pledge Drive Group |  |
| Conduct Pledge Drive  | February 1 – March 15 | Pledge Drive Group,  |  |
| Monthly Meeting – Finance Committee | February 24 | Finance Committee (Agenda set by chair & note-taker) - include assessment of grocery card sales | Begin follow-up on pledge drive; review committee budget requests; set budget for following year (submit draft budget to BoT for their consideration) |
| Pledge Drive ends | March 15 | Core group in collaboration with Finance Committee | Initial report on Pledge Drive by core group to Finance Committee and to Board |
| Budget requests for next year from committees due to Finance Committee | March 15 | Committees, Finance Committee | Review budgets of committees other than the key four committees (Worship & Music, Buildings & Grounds, BRIDGES, Membership) |
| Monthly Meeting – Finance Committee | March 23 | Finance Committee (Agenda set by chair & note-taker) | Continue follow-up on pledge drive; plan book/yard sale |
| Joint meeting of Board and Finance Committee (if needed, i.e., if decisions about budget cuts need to be made) | March 27-April 15 | Board and Finance Committee | Review committee budget requests and set budget for next year |
| Quarterly (Q1) reports | April 1 | Bookkeeper |  |
| Annual Pre-meeting | Early April  | All members, Board presides | Raise initial questions about next year’s budget |
| Annual meeting  | Late April | All members, Board presides | Vote on budget |
| Monthly Meeting – Finance Committee | April 27 | Finance Committee (Agenda set by chair & note-taker) |  |
| Yard Sale | Mid/Late May | Finance Committee, book/yard sale organizer |  |
| Plant Sale | Mid/Late May  |  | Not the same date as Yard Sale but earlier than last year |
| Monthly Meeting – Finance Committee | May 18 | Finance Committee (Agenda set by chair & note-taker) | Assess value of book/yard sale; review pledge drive and budget-planning process |
| Monthly Meeting – Finance Committee | June 22 | Finance Committee (Agenda set by chair & note-taker) | Items re: closing of fiscal year; post-mortem on Yard Sale |