

BUU Budget Development

F/Y 2026-2027

BUU Budget 2026-2027 Development Plan_2025Dec30.xlsx

Updated: 12/29/25

| <u>Date</u> | <u>Action</u> | <u>Chair/Leader</u> | <u>Responsible</u> | <u>Status</u> | <u>As Of</u> |
|--|---|---------------------|--------------------|---------------|--------------|
| <u>2025</u> | | | | | |
| <u>November</u> Create timeline for preparation of 2026-2027 estimated Operating Budget | | | | | |
| 11/06/25 | > Forward 2025-2026 Time-Line to Board for information per President request | Nancy Murphy | Charlie G | Done | 11/06/25 |
| 11/12/25 | > Request 2026-2027 Expenditure Budgets in detail at Coord Cncl Mtg | | Jermain Lowe | Done | 11/12/25 |
| | --> Chairs to Request Expense History from Jermain as needed | All Chairs Present | Jermain Lowe | Done | 11/12/25 |
| | --> Return details to Charlie G by <u>December 9</u> | All Chairs Present | Jermain Lowe | Done | 11/12/25 |
| 11/14/25 | > Requested Jermain Lowe to forward Budget Requests received to Charlie G | Jermain Lowe | Charlie G | Done | 11/14/25 |
| 11/17/25 | > Establish Major Events Time-table | | Charlie G | Done | 11/17/25 |
| 11/30/25 | > Establish Dates for Minor Events for Detailed Time-Table | | Charlie G | Done | 12/29/25 |
| 11/30/25 | > Issue 2026-27 Time-Table to Board for Review for Review at Calendaring Mtg 12/30 | Board | Charlie G | Done | 12/29/25 |
| 12/15/25 | > Receive feedback from Board for Review | | Charlie G | | |
| <u>December</u> Prepare Budget Request Worksheet from each Chair/Leader | | | | | |
| 12/04/25 | > Notify Committees of Budgeting Process | | Charlie G | Done | 12/04/25 |
| | --> Send Email with Line Item Responsibilities | | Charlie G | Done | 12/04/25 |
| | --> Communicate To Responsible Chairs/Leaders per Line Items Identified on Attached Rev + Exp Worksheet | | Charlie G | Done | 12/04/25 |
| 12/04/25 | > Provide Above Worksheet Spreadsheet to Chairs/Leaders | | Charlie G | Done | 12/04/25 |
| | --> Include Due Date for Return to Charlie G <u>December 16</u> | | Charlie G | Done | 12/04/25 |
| | '--> Inform Chairs/Leaders to ask Jermain by EMAIL for account details | | Charlie G | Done | 12/04/25 |
| <u>December</u> BOD Review and Revise Estimated Budgets | | | | | |
| 12/16/25 | > Receive Proposed Expenditure Budgets from Chairs/Leaders for First Draft Proposed Expenditures Budget Received 11 of 18 | | Charlie G | None | 12/16/25 |
| 12/30/25 | > Provide 2 nd Request for Budget Requests to Chairs/Leaders to 7 of 18 remaining | | Charlie G | Done | 12/30/25 |
| | --> Include Due Date for Return to Charlie G as "EARLIEST POSSIBLE" | | Charlie G | Done | 12/30/25 |
| 12/31/25 | > Receive Proposed Expenditure Budgets from Chairs/Leaders for First Draft Proposed Expenditures Budget | | Charlie G | | |

BUU Budget Development

F/Y 2026-2027

BUU Budget 2026-2027 Development Plan_2025Dec30.xlsx

Updated: 12/29/25

| <u>Date</u> | <u>Action</u> | <u>Chair/Leader</u> | <u>Responsible</u> | <u>Status</u> | <u>As Of</u> |
|-------------------------|---|---------------------|--------------------|---------------|--------------|
| <u>2026</u> | | | | | |
| <u>January</u> | <u>Treasurer Presents Estimated Expenditures 1st Draft Budget to BOD</u> | | | | |
| 01/10/26 | > Assemble Draft Expenditures Budget after Proposals Received | | Charlie G | | |
| | > Provide status of Budget Proposals to Pres and Vice-Pres | | Charlie G | | |
| | > Inform Stewardship Chair of Expenditures Targets – Preliminary | Tobe J | Charlie G | | |
| 01/16/26 | > Email 1 st Draft Expenditures + Revenue Budget to BOD for 1 st notice | | Charlie G | | |
| 01/20/26 | > Present 1 st Draft Expenditures + Revenue Budget at BOD meeting for review | | Charlie G | | |
| 01/21/26 to 01/30/26 | > Incorporate changes decided by BOD | | Charlie G | | |
| 01/31/26 | > Email 2 nd Draft Expenditures Budget to BOD | | Charlie G | | |
| 01/31/26 | > Inform Stewardship Chair of Estimated Expenditure + Revenue Targets (emailed) | Tobe J | Charlie G | | |
| 01/31/26 | > Email 2 nd Draft Expenditures + Revenue Budget in Advance of SPECIAL BOD Mtg Date TBD | | Charlie G | | |
| <u>February</u> | | | Tobe J | | |
| | Stewardship Pre-Campaign Actions | Tobe J | Tobe J | | |
| | > | | Tobe J | | |
| | > | | Tobe J | | |
| | > | | Tobe J | | |
| | > | | Tobe J | | |
| 02/12/26 | > Present 2 nd Draft Expenditures Budget at 2/12 BOD Workshop Meeting (email in advance) | | Charlie G | | |
| 02/15/26 | Sunday Announce next Town Hall is Budget Talk | Tobe J | Tobe J | | |

BUU Budget Development

F/Y 2026-2027

BUU Budget 2026-2027 Development Plan_2025Dec30.xlsx

Updated: 12/29/25

| <u>Date</u> | <u>Action</u> | <u>Chair/Leader</u> | <u>Responsible</u> | <u>Status</u> | <u>As Of</u> |
|---------------------|--|---------------------|-----------------------|---------------|--------------|
| 02/17/26 | > Review of Budget Status at 2/17 BOD mtg | | Tobe J / Charlie G | | |
| 02/22/26 | Sunday Announce next Town Hall is Budget Talk | Tobe J | Tobe J | | |
| 02/24/26 | > Town Hall Presents Proposed Budget | Tobe J | Tobe J/Charlie G | | |
| | > | Tobe J | | | |
| | > | Tobe J | | | |
| <u>March</u> | <u>Revenue and Expense Combined for First Combined Draft Budget</u> | | | | |
| 03/01/26 | SUNDAY: Stewardship Committee campaign commences with Brunch SUNDAY: Treasurer presents Prelim Budget (After Services) ??? | Toby J | Tobe J / Charlie G | | |
| 03/04/26 | Office Manager informs Treasurer of Pledge Status | | Jermain L | | |
| 03/05/26 | Treasurer informs Stewardship Chair and President of Pledge Status | | Charlie G | | |
| 03/08/26 | Stewardship Chair gives Update on Pledges | | Tobe J | | |
| 03/11/26 | Email Updated Draft Rev&Exp Budget to BOD | | Charlie G | | |
| 03/12/26 | Present to BOD members for 3/12 BOD Planning Mtg > Decide How To Communicate Potential Deficit Status to Congregation (if needed) | Charlie G | Charlie G Nancy M | | |
| 03/11/26 | Office Manager informs Treasurer of Pledge Status | | Jermain L | | |
| 03/12/26 | Treasurer informs Stewardship Chair and President of Pledge Status | | Charlie G | | |
| 03/15/26 | Stewardship Chair gives Update on Pledges | | Tobe J | | |
| 03/17/26 | > Review of Budget Status at 3/17 BOD mtg | | Tobe J / Charlie G | | |
| 03/18/26 | Office Manager informs Treasurer of Pledge Status | | Jermain L | | |
| 03/19/26 | Treasurer informs Stewardship Chair and President of Pledge Status | | Charlie G | | |
| 03/22/26 | Stewardship Chair gives Update on Pledges | | Tobe J | | |
| 03/22/26 | > Stewardship Announcement re Need for Additional Pledges (if needed) | | Tobe J | | |
| 03/29/26 | Stewardship: Connection Sunday: Announce PRELIMINARY Budget Results Followed by special dessert | Tobe J | Tobe J/Charlie G | | |
| 03/31/26 | > Office Manager inform Treasurer of Pledge Status | | Jermain L | | |

BUU Budget Development

F/Y 2026-2027

BUU Budget 2026-2027 Development Plan_2025Dec30.xlsx

Updated: 12/29/25

| <u>Date</u> | <u>Action</u> | <u>Chair/Leader</u> | <u>Responsible</u> | <u>Status</u> | <u>As Of</u> |
|---------------------|--|---------------------|--------------------|---------------|--------------|
| 03/31/26 | Treasurer informs Stewardship Chair and President of Pledge Status | | Charlie G | | |
| 03/31/26 | > Interim Report on Pledge Drive to BOD Planning Mtg for 4/9 Update to BOD | | Tobe J/Charlie G | | |
| <u>April</u> | <u>Budget Approval at Annual Meeting</u> | | | | |
| 04/02/26 | > Present Alternate Scenarios to BOD (if needed) | | Charlie G | | |
| 04/02/26 | > Special Meeting of BOD for Final Budget Approval | | Nancy M | | |
| 04/05/26 | > Finalize Rev&Exp Budget | | Charlie G | | |
| 04/08/26 | > Email/Communicate Final Budget to BOD | | Charlie G | | |
| 04/09/26 | > Final Budget review at 4/09 BOD Planning mtg | | Charlie G | | |
| 04/09/26 | > Obtain BOD Approval of Final Budget (BOD Work Session) | | Nancy M | | |
| 04/10/26 | > Issue Final Proposed Budget to Congregation with Annual Meeting Notice | | Susan J | | |
| | > Prepare Hand-Out copies of Final Proposed Budget for Annual Meeting | | Jermain L | | |
| 04/26/26 | > Vote on Final Budget at Annual Meeting | Charlie G | Nancy M | | |