

Timeline for the 2024 Budget Cycle

[Note the 2024 budget is generated in 2023, so the timeline is for activities in 2023.]

In the past several years, the budget spreadsheet has been created and maintained by the Controller. The budget narrative has been the responsibility of the Diocesan Council (DC) Management Committee Convener. These assignments could change depending on the Controller and the Convener.

Line #	Activity	Responsible person/group	Date(s)/ Deadline	Time allotted
1	Verify the contact person for each line in the Program Budget. Contact each mission, program or working group to discuss activities and future plans. Report back to Committee.	DC Management Committee	March 27 – May 12	7 weeks
2	Send first email, with invitation to request funds for 2024, to mission, working group and project contact people.	Controller or designee	May 24, 2023	1 day (6 weeks before deadline)
3	Send follow-up email to Mission and Project contact people.	Controller or designee	June 19	1 day (16 days before deadline)
4	Deadline for submission of all budget requests.		July 5	Deadline
5	Create Preliminary Budget & Narrative	Controller and DC Management Committee Convener	July 5-17	13 days
6	Preliminary Budget evaluated by Bishop Akiyama	Bishop Akiyama	July 17-24	7 days
7	Preliminary Budget & Narrative revised using input from the Bishop	Controller and DC Management Committee Convener	July 24-28	5 days
8	Send Revised Preliminary Budget and Narrative to Diocesan Council	Chris Craun+	July 28	1 day (8 days allotted for feedback)
9	Receive feedback from Diocesan Council. Revise budget as needed	Controller and DC Management Committee Convener	July 29- August 4	7 days
10	Diocesan Council approves Preliminary Budget (possibly by Zoom meeting or email?)	Diocesan Council	August 5	1 day
11	Send Preliminary Budget to Convocations for review.	Chris Craun+	August 10	1 day
12	Convocations review budget and provide feedback to Controller and DC Management Committee Convener	Convocation Deans and Presidents	August 10- September 13	34 days (~5 weeks)
13	Feedback due from Convocations to DC Management Committee Convener	Convocation Presidents or Deans and delegates	September 13	Deadline

14	Questions/comments shared with Bishop Akiyama and senior staff	DC Management Committee Convener	September 14-18 (or earlier, as they arrive from Convocations)	5 days (or more)
15	Preliminary Budget and Narrative revised as needed	Controller/ DC Management Committee Convener	September 19-24	6 days
16	Send Revised Budget to Diocesan Council	Chris Craun+?	September 25*	1 day to send; 5 days to review*
17	Diocesan Council approves Revised Budget	Diocesan Council	September 30	1 day
18	Approved Proposed Budget and narrative sent to Communications Director	Controller	October 2	1 day
19	Communications Director posts Budget and Narrative on the Diocesan website	Communications Director	October 2-6	5 days
20	Deadline for Revised Budget & Narrative to be posted on Diocesan web site	Communications Director	October 6	Deadline (21 days prior to Convention)
21	Diocesan Convention. Budget presented and approved	DC Management Committee Convener and delegates	October 28	1 day