

Timeline for the 2025 Budget Cycle

[Note the 2025 budget is generated in 2024, so the timeline is for activities in 2024.]

Line #	Activity	Responsible person/group	Date(s)/ Deadline	Time allotted
1	Council members check in with all mission, ministry, program, and working group leaders. Report back to Committee.	Council Reps	Early Spring	
2	Send first email, with invitation to request funds for 2024, to mission, working group and project contact people.	Canon Lowe	May 24, 2024	1 day (6 weeks before deadline)
3	Send follow-up email to Mission and Project contact people.	Canon Lowe	June 19	1 day (16 days before deadline)
4	Deadline for submission of all budget requests.		July 5	Deadline
5	Create Preliminary Budget & Narrative	Canon Lowe and Council Rep	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	Canon Lowe and Council Rep	July 24-28	5 days
8	Send Revised Preliminary Budget and Narrative to Diocesan Council	Canon Craun	July 28	1 day
9	Receive feedback from Diocesan Council. Revise budget as needed	Canon Lowe and Council Rep	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.	Canon 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 16	Deadline
14	Questions/comments shared with Bishop Akiyama and senior staff	Canon Craun and Council Rep	September 14-18 (or earlier, as they arrive from Convocations)	5 days (or more)
15	Preliminary Budget and Narrative revised as needed	Canon Lowe and Council Rep	September 19-24	6 days
16	Send Revised Budget to Diocesan Council	Canon Craun	September 24	1 day to send; 4 days to review
17	Diocesan Council approves Revised Budget	Diocesan Council	September 28	1 day
18	Approved Proposed Budget and narrative sent to Communications Director	Canon Lowe	September 30	1 day
19	Communications Director posts Budget and Narrative on the Diocesan website	Communications Director	September 30 – October 4	5 days
20	Deadline for Revised Budget & Narrative to be posted on Diocesan web site	Communications Director	October 5	Deadline (21 days prior to Convention)
21	Diocesan Convention. Budget presented and approved	Council Rep and delegates	October 26	1 day