

Illinois Yearly Meeting 2009-2010 Budgeting Calendar & To-Do List

This calendar helps committee clerks, officers, Finance committee (FC) and other Friends to ensure an orderly flow of financial information, with the primary goal being to develop sound annual budgets.

There is a separate worksheet available to assist ILYM groups with developing annual budget requests.

Friends may submit expense receipts year round to the Treasurer for reimbursement (with noted deadlines), subject to the approval of their committee clerk. Friends may also request budget progress reports from the Treasurer at any time.

Due Date	Task
July 1	ILYM fiscal year begins
July	FC sends out financial packets to committee clerks and specific individuals
August	FC sends out annual appeal letter to monthly meetings
October 15	Submit expense receipts to be included in fall Treasurer's Report
Late October	Fall Continuing committee: Treasurer reports on financial activity
February 21	Submit expense receipts to be included in spring Treasurer's Report
Early March	Spring Continuing committee: Treasurer reports financial activity
March 15	Treasurer sends committee clerks their budget progress report and budgeting worksheet
April 15	Committee clerks submit next-year committee budget requests to FC. Note: FC must be notified of all major financial proposals prior to annual sessions.
Late April	FC drafts budget for next fiscal year and evaluates staff compensation
Late April	FC seasons composition of the next Review committee
June 1	Submit committee expense receipts to Treasurer for reimbursement, and to finalize the financial reports for annual sessions.
June	Annual Sessions: yearly meeting decides on final budget for the forthcoming fiscal year. Submit annual session and committee expenses to Treasurer as soon as possible.
June 30	ILYM fiscal year ends
August 1	Final deadline for submitting expense receipts from the last fiscal year