

Illinois Yearly Meeting – Budgeting Worksheet

With Divine guidance, committees, stewards, and individuals with specific responsibilities discern leadings for the upcoming year. This worksheet may be used to help develop an annual budget proposal that supports the leadings. Listed below are the types of expenses that might be incurred in doing yearly meeting work; it is a fairly exhaustive list, and not all items will apply to your committee or project. A budget is a plan that may change during the year. ILYM's budget is limited; please be prudent.

Friends are asked to develop their annual budget proposals for submission to Finance committee in March-April of each year, to be effective for the ILYM fiscal year beginning July 1. Friends may contact the ILYM Treasurer to obtain a report of past expenses to assist in completing this worksheet.

Typical committee operating expenses	When?	Approx. Amount
Conference calls and long distance calling cards		
Printing & photocopying		
Postage & shipping		
Reference materials		
Child care to enable committee member participation		
Expenses for travel on behalf of the committee (This is no longer part of each committee's budget, but instead comes from Travel Support. It would still be useful for Finance committee to receive info about planned committee travel.)		
Programs, retreats (see separate worksheet to calculate)		
Typical site expenses (Stewards, Maintenance & Planning)	When?	Approx. Amount
Annual inspections & services (termite check, winterize, check furnace...)		
Mowing		
Tree trimming & replacement		
Repairs & maintenance		
Utilities (gas, electric)		
Insurance		
Work Weekend food		
Work Weekend materials		
Larger building/repair projects		
Typical Youth Oversight expenses (for Quakes, annual meeting, etc.)	When?	Approx. Amount
Food and snacks		
Recreation (tickets, adventure camps, parks, canoeing...)		
Art supplies		
Facilitator honorarium/fee, and/or travel & lodging costs		
Workshop materials, equipment rental		
Support for youth members to attend yearly meeting, conferences, pilgrimages		