

2019 BUDGET PREPARATION TIMELINE

Description	Date	Responsible Party	Status
1. Prepare budget production schedule for distribution by the CEO/CFO to the Board, FC, C&B and staff. (All committee chairs need to be informed of worksheet distribution and due dates. Some committees schedule meetings to discuss the next year's budget.)	5/1/2018	CEO/CFO	completed
2. Distribute 2 nd quarter forecast update requests, include 2018 budget worksheets. Note: this will be done in early June w/ details of actual expenses through May.	6/12/2018	CFO/SA	completed
3. Staff retreat- discuss strategic plan and budget initiatives that support plan. TBD	TBD	CEO	completed
4. Staffing plan for 2019 and for five-year plan. Comp & Benefits Committee w/ CEO input: submit staffing, compensation and benefit plan for 2019 budget.	6/25/2018	Comp. & Benefits/CEO	completed
5. Receive all 2018 forecast/2019 budget requests. Include all assumptions. New programs must be accompanied by goals/objectives/outcomes document. Factors that impact five-year plan must also be submitted.	6/25/2018	Committee Chairs/Staff	completed
6. Create draft budget w/ all assumptions for internal review. CEO/Treasurer/CFO review and request 2019 budget adjustments.	7/9/2018	CEO/T/CFO/SA	completed
7. Draft budget presentation of assumptions, goals and objectives. New programs presented & reviewed. BOD approves and/or recommends changes as discussed at summer meeting.	July 14-15	T/CEO/CFO	completed
8. Incorporating the Board comments/proposals, the CFO and CEO shall compile a forecast for the remainder of the year and a detailed annual budget and review with the Treasurer and Finance Committee Chair	week of July 23		completed
Note: The 2 nd quarter annual forecast should be sent to the BOD/FC and Staff by July 31.	7/31/2018		completed
9. 4th Monday in August – Note: due to late calendar timing, recommend that this is moved to the 3 rd Monday in August. The CEO shall submit the following to the Finance Committee and the Board: business plan; organizational goals; summary financial plan; funding priorities; and related detailed annual budget. The Finance Committee shall also receive a summary of all travel for the National Office and volunteers. The CEO is required to submit a no deficit Net Ordinary Income Budget, unless authorized by the Board; (Actual 8/11/17)			completed
	8/20/2018	CEO, CFO, T, FC	
10. Finance Committee Call to discuss budget.	8/27/2018	FC, T, CFO, CEO	completed

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Description	Date	Responsible Party	Status
11. Finance Committee Call to discuss budget.	9/11/2018	FC, T, CFO, CEO, C&B Chair	completed
12. Final pre-convention budget distributed to FC	9/16/2018		completed
13. Work on PowerPoint presentation		FC Chair, T, CFO, CEO	
14. Post budget materials to USMS website include executive summary of all program revenues.	By 9/17/18	NO	completed
15. 1 st day of the Annual Meeting – FC shall meet to review any open budget items. DELEGATE QUESTIONS ON BUDGET FC#1	9/26/2018	FC, T, CFO	scheduled
16. 2 nd day of the Annual Meeting – FC shall approve the detailed budget and submit to the Board for review, modification and approval prior to sending to the HOD. DELEGATE QUESTIONS ON BUDGET FC#2	9/27/2018	FC, T, CFO	scheduled
17. 3 rd day of the Annual Meeting – The Board shall approve and recommend a detailed budget to send to the HOD. Any Board modifications to a single line item greater than \$10,000 shall be sent back to the FC for review and comments, prior to BOD submission to the HOD	9/28/2018	BOD	scheduled
18. 3 rd day of the Annual Meeting – FC shall present the budget to the HOD for review	9/28/2018	FC, HOD	scheduled
19. 4 th day of the Annual Meeting – the HOD approves the budget	9/29/2018	HOD	scheduled

KEY

HOD = House of Delegates

CC = Committee Chairs

FC = Finance Committee

CEO = Dawson Hughes

SA = Staff Accountant-Lynn Watson

P = President - Patty Miller

T = Treasurer - Ralph Davis

BOD = Board of Directors

CFO = Chief Financial Officer - Susan Kuhlman

NO = National Office