

2026 BUDGET PREPARATION TIMELINE FOR 2027 BUDGET

	Description	Generic Due Date	2026 Due Date	2025 Due Date
1	Review next year's strategy with FC			7/29/2025
2	The CEO shall present a strategic update to the BOD, incl discussion of new and continuing strategies/programs to be incl in the budget.	July Board Meeting	7/10/2026	7/19/2025
3	Staff meetings- discuss strategic plan and budget initiatives that support plan. TBD	on-going	on-going	on-going
4	Review C&B assumptions for labor market and related benefits, other trends	on-going	on-going	on-going
5	Prepare budget production schedule for distribution by the CEO/CFO to the BOD, FC, C&B and staff.	Late-July	8/3/2026	7/29/2025
6	The FC shall review draft budget assumptions and the strategic plan.	Week after Aug BOD mtg	8/24/2026	7/29/2025
7	All proposed fees subject to 508.2 shall be submitted to the FC Chair.	by Sept. 1	N/C	8/1/2025
8	The CEO shall post the budget year strategic plan, including an executive summary of all new initiatives, together with the proposed membership, sanction, and recognition fees for the budget year.	Not less than 1 week before Annual Mtg	9/4/2026	9/5/2025
9	The CEO, Controller, Treasurer and FC Chair shall present to the FC the 2nd quarter financial report and annual forecast for the current year, and shall update the FC and attending delegates on USMS' financial condition and continuing and new initiatives for the budget year, including answering delegate questions, and recommend fee changes subject to 508.2 for BOD approval.	Annual Mtg As Scheduled	9/4/2026	9/5/2025
10	The BOD shall approve fees subject to 508.2 to recommend to the House of Delegates for approval.	August Meeting	N/C	N/C
11	The CEO, Controller, and FC Chair shall present the budget year assumptions, goals, and objectives to the HOD, including a review of new initiatives for the budget year. The HOD shall approve fees subject to 508.2 for the budget year	Annual Mtg As Scheduled	9/8/2026	9/13/2025
12	The CEO, with recommendations from the C&B Committee, shall prepare the staffing plan for the budget year and for the five-year plan, and the c&b plan for the budget year.	1-Oct	10/1/2026	10/1/02025
13	The Controller shall distribute third quarter USMS financial results and budget year worksheets to staff. Staff may consult with related volunteers to help provide an accurate budget.	Mid-October	10/15/2026	10/15/2025
14	Staff will submit proposed budgets to the Controller, including any assumptions and factors that impact the five-year plan. All budget requests for new initiatives shall be accompanied by documentation detailing their goals/objectives/outcomes.	3rd week Oct	10/22/2026	10/22/2025
15	The CEO, Controller, Treasurer, and FC Chair shall complete a review of the draft budget including strategic plan initiatives.	4th week Oct	10/29/2027	10/29/2025
16	The CEO shall submit the following to the FC and the BOD: business plan; organizational goals; summary financial plan; funding priorities; summary of all travel for the National Office and volunteers; and draft annual budget. The CEO is required to submit a no-deficit Net Ordinary Income Budget unless pre-authorized by the BOD.	End of October	10/30/2026	10/31/2025
17	The FC shall review the draft budget to ensure that the allocation of resources is appropriate for the organizational goals and funding priorities set forth by the BOD. The FC shall also make any necessary changes to reach a budget with a no-deficit Net Ordinary Income unless pre-authorized by the BOD.	November Week 1 & 2	11/2 - 11/3	Nov Week 1&2
18	The FC shall approve the draft budget to be submitted to the BOD.	Mid-November	11/10/2026	Mid-November
19	Board Office Hours - 2027 Budget: https://us06web.zoom.us/meeting/TBD		11/13/2026	
20	BOD shall review and approve the draft budget submitted by the FC unless further information or changes are requested	11/18/2024	11/16/2026	11/22/2025
21	The National Office staff shall post the approved budget on the USMS website	1 week after BOD approval	11/23/2026	11/29/2025