

## Friends Meeting of Washington Budget Process

The F&S Committee prepares a draft budget for presentation to the Meeting for Business for approval. The budget process starts in December. The draft budget is for the year starting on the next July 1. The budget year ends in June 30. For example, the fiscal year 2015 budget is for the year from July 1, 2014 to June 30, 2015. The budget process for the 2015 budget begins in December 2013.

F&S contacts each of the other committees to request their proposed budget. F&S works with each committee to resolve any concerns about the committee's budget.

F&S works with the employees of FMW and the bookkeeper to project the cost of any items that are outside the purview of any specific committee.

The committee budgets and the other information is compiled into a draft budget for first reading to the May meeting of MfB. Any questions and concerns expressed at the May MfB are taken into account in preparation of a revised budget for presentation at the June MfB.

If the revised budget is approved at the June MfB, it then becomes the budget for the year beginning July 1. If MfB does not approve the budget in June, F&S will continue to revise the draft budget to a point where it is acceptable to MfB. The prior year budget will continue in effect until the new budget is approved.

The following table presents the schedule for completion of the annual budget.

Month	Action
December	Appoint budget subcommittee of F&S Ask committee clerks to provide committee budget.
January/February	Receive and review committee

	budgets. Work on non-committee parts of budget. Request budget from Debby Churchman.
March	Compile first draft budget
April	Present first draft to full F&S Committee Develop budget to present to Meeting for Business.
May	Present draft budget to Meeting for Business. Post draft on web before MfB.
June	Present revised budget to MfB for approval. Post revised budget on web before MfB. Send detailed budget to clerks confirming that their request has been approved or changed.