

2018 Budget Timeline

January 9th: Present Budget Timeline to Finance Committee. Email preliminary Budget Request forms to Area Officers and Committee Chairs.

- **January 19th:** Answer Area Officer and Committee Chair questions at Area Committee meeting.

Jan 22th through February 13th: Area Officers and Committee Chairs forward their Budget Requests to the Treasurer and Finance Chair via email at pbkendall91503@gmail.com and jmillerhsg@att.net or mail them to: Treasurer – San Diego Imperial Area Assembly, P.O. Box 3670, San Diego, CA 92163

- **February 13th:** Treasurer and Finance Committee review snapshot of submittals and flag any missing information or potential issues for more detailed discussion.
- **February 13th through March 13th:** Treasurer and Finance Committee builds preliminary budget and determines who would benefit from visiting the Finance Committee to present their budget in person.
- **March 13th:** Finance Committee holds formal budget request presentations from Officers and Committees as needed.
- **March 13th through April 10th:** Treasurer, Alternate Treasurer and Finance Committee prepare the 2018 proposed budget for Area 8.
- **May 8th:** Finance Committee presents the 2018 proposed area budget to the Treasurer. Brief any proposals or changes in progress. Continue to refine the Budget.
- **April 10th to May 8th:** Finance Chair to asks Districts to host Budget presentations meetings.
- **May 8th:** Treasurer and Finance Committee create the final proposed budget.
- **May 18th:** Treasurer presents draft of proposed budget to the Area Committee for review and feedback.
- **May 18th through June 12th:** Treasurer and Finance Committee consider feedback from Area Committee and modify draft budget accordingly.

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- **June 12th:** Finance Committee considers Area Committee amendments and finalize draft budget. Finance Committee does a mock presentation. Final Area 8 District Committee Meeting presentation assignments are given.
- **June 12th through (no later than) July 31th:** District budget presentations by the treasurer, alternate treasurer and finance committee members. Presenters to e-mail Treasurer/Alternate with any significant concerns raised in presentations.
- **To Be Determined:** Opportunity for Officers and Committees to update budget requests prior to final preparation for voting at the Budget Assembly.
- **November:** Budget Assembly, Area votes on the proposed 2018 budget.