

# 2021 Budget Timeline

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- **January 13<sup>th</sup>:** Present Budget Timeline to Finance Committee. Prepare for officer and committee chair budget prep. Workshop.
- **January 16<sup>th</sup>:** Present budget timeline to ACM, answer any questions.
- **February 1<sup>st</sup>:** Email Budget Request forms to Area Officers and Committee Chairs.
- **March 1:** Officer and committee chair budget prep workshop. This will be held at Mira mesa alano club from 11-1
- **February – May**
  - Area Officers and Committee Chairs forward their Budget Requests to the Treasurer and/or Finance Chair via email at [faith383@att.net](mailto:faith383@att.net) and [happyjhorn@gmail.com](mailto:happyjhorn@gmail.com) or mail them to: Treasurer – San Diego Imperial Area Assembly, P.O. Box 3670, San Diego, CA 92163
- Treasurer and Finance Committee build preliminary budget and determine who would benefit from visiting Finance to present their budget in person.
- **March 9<sup>th</sup>:** Treasurer and Finance Committee start to review snapshot of submittals and flag any missing information or potential issues for more detailed discussion.
- **April 13<sup>th</sup>:** Finance Committee holds formal budget request presentations from Officers and Committees as needed.
- **May 11<sup>th</sup>:** Finance Committee presents the 2020 proposed area budget to the Treasurer. Brief any proposals or changes in progress. Continue to refine the Budget.
- **June 8<sup>th</sup>:** Treasurer and Finance Committee create the draft proposed budget.
- **June 18<sup>st</sup>:** Treasurer presents draft of proposed budget to the Area Committee for review and feedback.
- **July 13<sup>th</sup>:** Treasurer and Finance Committee consider feedback from Area Committee and modify draft budget accordingly creating a final proposed budget
- **July 16<sup>th</sup>:** Treasurer presents finalized proposed budget to ACM, and informs DCMs the finance committee will be making district presentation soon.
- **August 1<sup>st</sup> (no later than) - October :**
  - a) Finance Committee does a mock presentation. Final Area 8 District Committee Meeting presentation assignments are given.
  - b) 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.
- **November:** Budget Assembly, Area votes on the proposed 2021 budget.