

Eastminster Presbyterian Church Annual Budget Development Process

Over a period of three months the Trustees will develop a proposed operating budget for EPC Session approval. The goal of the budget planning process is to have a first draft budget of the upcoming year ready to present to Session at their October meeting. The Board of Trustees can address Session's responses to the draft and present a final proposed budget by the December Session meeting. With this timeline, Session committee spending requests should be submitted to the Board of Trustees President and/or Treasurer by the first Monday of October.

The budget development process is:

1. Session Committee Chairpersons provide Trustees with their upcoming year annual expense request.
 - Expense requests need to be as accurate as possible.
 - Expense requests need to be line item specific.
 - Past year spending history vs budget request is one tool available for future year spending development.
 - Program development discussions during committee meetings should include cost estimation.
2. Session Stewardship Elder provides Trustees with pledge campaign (estimate of giving) results.
3. Trustees will develop the annual budget with the assistance of the Stewardship Committee and the Treasurer.
4. Trustees review the committee requests and enter the expense requests into the budget worksheet.
5. Trustees review the pledge campaign report and enter the envelope income estimate into the budget worksheet.
6. Trustees review other sources of budget income and enter the income estimates into the budget worksheet.
7. Trustees review income and expense category and sub-category values and determine if the values are realistic and in line with past budgets and make adjustments as deemed necessary.
 - Trustees will inform Session Committee Chairpersons of adjustments to expense requests if applicable.
8. Trustees vote to accept the budget worksheet as a draft budget to present to Session.
9. Session receives the draft budget and has discussion.
10. Session responds to Trustees with questions and/or recommendations relative to the draft budget.
11. Trustees review Session's response to the draft budget and make adjustments if deemed reasonable.
12. Trustees votes to present the amended budget worksheet as a proposed final budget to present to Session.
13. Session receives the proposed final budget and has discussion.

14. Session votes to accept the proposed final budget as final or responds to Trustees with additional questions and/or recommendations.
15. Steps 10 through 13 repeat until Session votes to accept the proposed budget as final.
16. Session Committee Chairpersons provide the EPC treasurer and/or EPC Finance Dept. their monthly spending plan based on their approved annual expense request.
17. EPC Treasurer provides the EPC Finance Dept. with a monthly income plan based on the budget's approved annual income and expense.