

**BUDGET
PROCESS and SCHEDULE
For 2008 Operating Budget**

Westminster Presbyterian Church

Wednesday, October 17, 2007

A&F Committee Meeting

7:00 p.m.

- Discuss budget projections

Wednesday, October 24, 2007

Session Meeting

7:30 p.m.

- Distribute 2008 Budget Request Forms
- Provide guidance to committee chairs

Wednesday, November 14, 2007

A&F Committee Meeting

7:00 p.m.

- Review 2008 Personnel Budget estimates and variables

Wednesday, November 28, 2007

Session Meeting

7:30 p.m.

Deadline for Submitting Committee Budget Requests

Monday, January 14, 2008

Draft 2007 Treasurer's Report

- Analyze operating performance
- Calculate 2007 carryover
- Prepare income projections

Tuesday, January 15, 2008

Personnel Committee Meeting

- Finalize Personnel Budget request

Wednesday, January 16, 2008

A&F Committee Meeting

6:00 p.m.

- Narrow spending issues
- Prepare Proposed 2008 Operating Budget

Tuesday, January 22, 2008

Westminster Coordinating Council Meeting

7:30 p.m.

- Discuss Proposed 2008 Operating Budget
- Resolve outstanding spending issues

Wednesday, January 30, 2008

Session Meeting

7:30 p.m.

- Review and approve 2008 Operating Budget