TIMELINE FOR THE VILLAGE AND TUTORIAL ENRICHMENT PROGRAM

August2014

* Board meets to review grants, federal funding, and donations to start program and review the budget for the year
* Identify internal and external stakeholders in budget process
* Set policies and procedures for creation of budget, including ﬁnalizing budget preparation calendar
* Board and senior management establish consensus on goals and tactics for next year, with appropriate input from external stakeholders
* January 2015
  + Review grant award confirmations

April 2015

* + Review grant award confirmations

Interview and select afterschool program employees and volunteers

May 2015

* + Track income and expenses and compare to current-year budget
  + Identify internal and external stakeholders in budget process
  + Set policies and procedures for creation of budget, including ﬁnalizing budget preparation calendar
  + Prepare program Open House

June 2015

* + Track income and expenses and compare to current-year budget
  + Board and senior management establish consensus on goals and tactics for next year, with appropriate input from external stakeholders

July 2015

* + Track income and expenses and compare to current-year budget
  + Project revenue and expenses for next year based on current-year spending, forecasts from vendors and program plans
  + Summer Volunteer Project Abroad for 2016 Meeting

August 2015

* + Track income and expenses and compare to current-year budget
  + Create ﬁrst draft of budget and submit to Board Finance Committee for their feedback. Make revisions as necessary
  + Contact Fall Fundraiser Participants

September 2015

* + Track income and expenses and compare to current-year budget
  + Board Finance Committee approves budget, forwards to General Board for their review
  + Finalize Fall Fundraiser Activities and Budget

November 2015

* + Track income and expenses and compare to current-year budget
  + Fall Fundraiser Collected Revenue
  + Budget team revises budget based on board feedback
  + Board votes to approve ﬁnal budget
  + Copies of new budget disseminated to key staff
  + Key components of budget and strategy for the 2016 fiscal year