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