

Church Financial Calendar

NOTE: as financial and legal regulations vary depending on your region, please confirm this information with your church's accountant.

Month 1	Month 2	Month 3	Month 4
Month 5	Month 6	Month 7	Month 8
	- tax forms for previous year due		
Month 9	Month 10	Month 11	Month 12
- Church vision for upcoming year completed	- next year's budget dev't begins - insurance renewal subcommittee evaluates current coverage	- ministry teams submit budget requests - draft budget submitted to board of directors or church finance committee	- balanced budget completed and communicated to ministry leaders

Monthly Activities:

- reconcile all bank/credit/clearing accounts
- payroll (and remittances) run
- finance report generated
- board of directors review budget vs actual

Weekly Activities:

- collect, submit receipts/invoices
- deposit cash/cheques (tithe/offering)
- review online giving

Floating Activities:

- generate and send donation receipts to donors
- insurance subcommittee evaluates coverage
- review legal, financial, HR policies
- evaluate facility for maintenance needs