

Figure 6
ANNUAL PROCESS FOR STRATEGIC PLANNING AND BUDGETING

| TASK | PERSONNEL | TIMELINE |
|--|--|--------------------------|
| Revise strategic plan | Board | January -- May |
| Appoint members to the Strategic Plan Coordinating Committee (LRPC) | Board, Committees and Staff | May |
| Incorporate Board guidance via review of strategic plan status into five-year plan starting with next fiscal year | Management team and LRPC | May – August |
| Conduct and participate in surveys to evaluate current projects and develop ideas for new work. Prepare briefing sheets for new projects | LRPC, Board, Committees and Staff | October-November |
| Prepare draft five-year plan from survey data and review of existing plan | LRPC | December |
| Workshop to review and amend draft five-year plan | Board, Committees and Staff | Prior to January meeting |
| Five-year plan adopted | Board | January meeting |
| Begin budget preparation for upcoming fiscal year | Committees, working groups and staff | February - March |
| Draft budget sheets prepared | Project Staff | March - April |
| Draft budget sheets reviewed by executive staff to compile balanced budget | Executive Director, Financial Manager and Director of Programs | April |
| Budget Workshop | Board, Committees and Staff | Prior to May meeting |
| Adopt final budget | Board | May meeting |