

**Timeline for Fund I - Ministries and Missions (M&M)
Conference Benevolence Budget
12 Month Planning Process**

Date	Task or Deadline
Sept 2020 <i>Annual Conference</i>	Annual Conference establishes the 2021 Budget for each conference board, council or committee.
Oct 31, 2020	Deadline for each conference board, council or committee to submit to CCOM requests for adjustments to details within the 2021 budget.
Nov 2020	CCOM forwards the adjusted 2021 M&M budget with line item details to the Council on Finance and Administration (CCFA) for approval.
Nov 2020	CCOM distributes Evaluation Forms for funds received in 2020 as well as Application Forms for 2022 M&M Budget Development.
Dec 2020	Requests for December payments in excess of 10% of the 2020 annual budget will require an explanation of why payments were delayed until year end. Vouchers for 2021 payments are submitted by CCOM.
Jan/Feb 2021	Each conference board, council or committee sets its own deadline to receive 2020 Evaluations and applications for developing the 2022 M&M budget request. Districts receive and forward 2020 evaluations only.
Mar 1, 2021	Deadline for all 2020 Evaluations and 2022 Applications with budget recommendations to CCOM.
Mar 15, 2021	Each conference board, council or committee also submits a report for the pre-conference workbook including information gathered from the 2020 evaluations.
Mar 2021	Director of Connectional Ministries presents a Ministries and Missions report and budget recommendation to CCOM.
Apr 2021	CCOM forwards 2022 M&M budget to CCFA. CCFA creates a department level budget to be approved by the Annual Conference.
Jun 2021	Annual Conference establishes the 2022 Budget.

NOTE: The Ministries and Missions budget is a request for shared giving Fund I dollars. Conference Advance Special Projects provide approval for mission projects to seek direct donations and ministry partnerships. Approval to become an Advance Special is a separate process which is administered by the Missions Awareness Committee. The Conference Advance Special Project Application can be approved throughout the year, but the annual renewal deadline is January 15.

Ministries and Missions Funding Forms are available on the web at

<http://www.ecumc.com/missions/funding-forms.html>