



Ashlawn Clubhouse  
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## 2026 Budget Development Calendar

\*Meetings marked with an asterisk are open to Members.

Date	Activity	Attendees/Participants	Comments
July 15 - 31	Budget Kickoff Meetings with Senior Staff	Finance Director and Senior Staff	Meet with senior staff individually to discuss each department's budget.
Tuesday, July 15	Budget Kickoff e-mail Message to Committee Chairs	Committees associated with reserves and other spending	
Friday, August 15	Committee input on the budget due to the Finance Director	Committees associated with reserves and other spending	
Friday, August 29	First draft of department budgets due to the Finance Director	Senior Staff	Senior staff project and recommend full year 2026. Senior staff should provide explanations for any significant changes from 2025 budget.
Tuesday, September 16*	Budget Kickoff Meeting/Fee Schedule Review	Senior Staff, Board of Directors and Committee Chairs	Review fee schedule.
September 15 - 30	Budget Review Meetings with Senior Staff	General Manager, Finance Director and Senior Staff	General Manager and Finance Director meet with senior staff individually to discuss and review each department's budget.
Tuesday, September 30	Review final draft of budget	General Manager, Finance Director, Finance Committee Chair and Treasurer	
Tuesday, October 7	Send the final draft of budget to Finance Committee	Finance Director	
Tuesday, October 14*	Finance Committee Work Session	Finance Committee and Finance Director	
Thursday, October 16*	Finance Committee Work Session (if needed)	Finance Committee and Finance Director	
Monday, October 20	Send final draft of budget to Board	Finance Director	Finance Committee Chair send finance comments to Board of Directors.
Thursday, October 23	Board Hearing and Work Session	Board of Directors	General Manager and Finance Director present consolidated budget to Board of Directors and members.
Tuesday, October 28	Board Hearing and Work Session (if needed)	Board of Directors	General Manager and Finance Director present consolidated budget to Board of Directors and members.
Thursday, November 20	Board of Directors Meeting	Board of Directors	Budget approved by the Board of Directors no later than December 15th.

**\*PM 4.02 Financial Management: Financial Management Policy, II. Application, L. Annual Budget Process, 1. Budget Guidelines & Timelines**