

Finance and Administration Committee Annual Agenda Item Calendar

<p><u>January</u> 1. <i>Board Offsite</i></p>	<p><u>February</u> 1. Election of the Chair and Vice Chair 2. Board Elections 3. Current Year Business Plan Update</p>	<p><u>March</u> 1. Quarterly Budget and Expenditure Report 2. Annual Budget Proposals (First Reading) 3. 2012-2014 Business Plan (First Reading) 4. 2012-2017 Strategic Plan Update 5. Annual Review of Funding Levels and Risks</p>	<p><u>April</u> 1. Annual Budget Proposals (Second Reading) 2. Annual Report of Discharge of Accountability for Uncollectible Debt 3. 2012-2014 Business Plan (Second Reading) 4. 2012-2017 Strategic Plan Board Workshop</p>
<p><u>May</u> 1. <i>No Meeting Scheduled</i></p>	<p><u>June</u> 1. Quarterly Budget and Expenditure Report 2. State Retirement Contribution to the Public Employees Retirement Fund 3. 2012-2017 Strategic Plan Update 4. 2012-2014 Business Plan Update 5. Fiscal Year 2012-13 Prospective Report for Procurement Activity</p>	<p><u>July</u> 1. <i>Board Offsite</i></p>	<p><u>August</u> 1. 2011-2012 Business Plan Close-Out Report 2. 2012-2017 Strategic Plan Final Approval 3. 2012-2014 Business Plan Update</p>
<p><u>September</u> 1. Annual Contracting and Procurement Activity Report 2. Small Business and Disabled Veteran Business Enterprise Contract Participation 3. Budget Change Proposals 4. Year-End Budget and Expenditure Report 5. Board Member Employer Reimbursements</p>	<p><u>October</u> 1. <i>No Meeting Scheduled</i></p>	<p><u>November</u> 1. 2012-2014 Business Plan Update 2. 2012-2017 Strategic Plan Update 3. Draft Audited Basic Financial Statements 4. Mid-Year Budget Revisions (First Reading)</p>	<p><u>December</u> 1. Quarterly Budget and Expenditure Report 2. 2012-2017 Strategic Plan Update 3. Mid-Year Budget Revisions (Second Reading) 4. Semi-Annual Prospective Report</p>

The following items are reported every month as needed: Legislation, Proposed Agenda (for the next meeting), Annual Rolling Calendar Review, Assistant Executive Officer's Report on Information Technology, Current Budget Issues, and Current Financial Reporting Issues.