

# 2013 Finance and Administration Committee Annual Agenda Item Calendar

<p><b><u>January</u></b></p> <p><i>Board Offsite</i></p>	<p><b><u>February</u></b></p> <ol style="list-style-type: none"> <li>1. Election of the Chair and Vice Chair</li> <li>2. Board Elections</li> <li>3. Financial Office Initiative Update</li> </ol>	<p><b><u>March</u></b></p> <ol style="list-style-type: none"> <li>1. Quarterly Budget and Expenditure Report</li> <li>2. Quarterly Delinquency Report</li> <li>3. Annual Budget Proposals (First Reading)</li> <li>4. 2012-2014 Business Plan Update and 2013-2015 Business Plan Development</li> <li>5. Quarterly Diversity Report</li> <li>6. Enterprise Performance Dashboard</li> <li>7. Annual Review of Funding Levels and Risks</li> </ol>	<p><b><u>April</u></b></p> <ol style="list-style-type: none"> <li>1. Annual Budget Proposals (Second Reading)</li> <li>2. Annual Report of Discharge of Accountability for Uncollectible Debt</li> <li>3. Board Member Employer Reimbursements</li> </ol>
<p><b><u>May</u></b></p> <p><i>No Meeting Scheduled</i></p>	<p><b><u>June</u></b></p> <ol style="list-style-type: none"> <li>1. Quarterly Budget and Expenditure Report</li> <li>2. Quarterly Delinquency Report</li> <li>3. Cash Management Implementation</li> <li>4. Monthly Financial Report Implementation</li> <li>5. 2012-2014 Business Plan Update and 2013-2015 Business Plan Development</li> <li>6. Quarterly Diversity Report</li> <li>7. Semi-Annual Contracting Prospective Report</li> </ol>	<p><b><u>July</u></b></p> <p><i>Board Offsite</i></p>	<p><b><u>August</u></b></p> <p><i>No Meeting Scheduled</i></p>
<p><b><u>September</u></b></p> <ol style="list-style-type: none"> <li>1. Year-End Budget and Expenditure Report</li> <li>2. Quarterly Delinquency Report</li> <li>3. Annual Contracting and Procurement Activity Report</li> <li>4. Small Business and Disabled Veteran Business Enterprise Contract Participation</li> <li>5. 2012-2014 Business Plan Update and 2013-2015 Business Plan Development</li> <li>6. Quarterly Diversity Report</li> </ol>	<p><b><u>October</u></b></p> <p><i>No Meeting Scheduled</i></p>	<p><b><u>November</u></b></p> <ol style="list-style-type: none"> <li>1. Draft Audited Basic Financial Statements</li> <li>2. Mid-Year Budget Revisions (First Reading)</li> </ol>	<p><b><u>December</u></b></p> <ol style="list-style-type: none"> <li>1. Quarterly Budget and Expenditure Report</li> <li>2. Quarterly Delinquency Report</li> <li>3. Mid-Year Budget Revisions (Second Reading)</li> <li>4. 2012-2014 Business Plan Update and 2013-2015 Business Plan Development</li> <li>5. Quarterly Diversity Report</li> <li>6. Semi-Annual Contracting Prospective Report</li> </ol>

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.