

2013 Finance and Administration Committee Annual Agenda Item Calendar

<p><u>January</u></p> <p><i>Board Offsite</i></p>	<p><u>February</u></p> <ol style="list-style-type: none"> 1. Election of the Chair and Vice Chair 2. 2012-13 Delinquency Report 3. Member-At-Large Board Election – Notice of Election and Schedule of Events (Action) 4. Learning Management System (Saba) Contract Duration (Action) 5. 2012-2014 Business Plan Update 6. Financial Office Initiative Update 	<p><u>March</u></p> <ol style="list-style-type: none"> 1. Quarterly Reports <ol style="list-style-type: none"> 1.1. Budget and Expenditure Report 2. Review of the Finance & Administration Committee Delegation 3. 2013-2015 Business Plan (Action – First Reading) 4. Annual Budget Proposal (Action – First Reading) 5. Annual Review of Funding Levels and Risks 	<p><u>April</u></p> <ol style="list-style-type: none"> 1. Semi-Annual Contracting Prospective Report 2. Annual Report of Discharge of Accountability for Uncollectible Debt 3. 2013-2015 Business Plan (Action – Second Reading) 4. Annual Budget Proposal (Action – Second Reading) 5. Board Member Employer Reimbursements (Action)
<p><u>May</u></p> <p><i>No Meeting Scheduled</i></p>	<p><u>June</u></p> <ol style="list-style-type: none"> 1. Quarterly Reports <ol style="list-style-type: none"> 1.1. Budget and Expenditure Report 1.2. 2012-2014 Business Plan Update 	<p><u>July</u></p> <p><i>Board Offsite</i></p>	<p><u>August</u></p> <p><i>No Meeting Scheduled</i></p>
<p><u>September</u></p> <ol style="list-style-type: none"> 1. Quarterly Reports <ol style="list-style-type: none"> 1.1. 2013-2015 Business Plan Update 2. Year-End Budget and Expenditure Report 3. Annual Contracting and Procurement Activity Report 4. Small Business and Disabled Veteran Business Enterprise Contract Participation 5. 2012-13 Delinquency Report 6. Diversity Report 	<p><u>October</u></p> <p><i>No Meeting Scheduled</i></p>	<p><u>November</u></p> <ol style="list-style-type: none"> 1. Draft Audited Basic Financial Statements 2. Mid-Year Budget Revisions (Action – First Reading) 3. Member-At-Large Board Election – Summary of Results 	<p><u>December</u></p> <ol style="list-style-type: none"> 1. Quarterly Reports <ol style="list-style-type: none"> 1.1. Budget and Expenditure Report 1.2. 2013-2015 Business Plan Update 2. Mid-Year Budget Revisions (Action – Second Reading) 3. Semi-Annual Contracting Prospective Report

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