

2010-2011 LCOG BUDGET PROCESS

<u>DATE</u>	<u>TASK--RESPONSIBLE PERSON(S)</u>
11/12/09	Executive Committee establishes budget assumptions--GK Executive Committee Reviews Proposed Dues Rates for FY11--GK
12/10/09	Board adopts Budget Process and Assumptions--GK Board approves Member Dues Rates based on Proposed Schedule--GK Board approves FY09 Financial Statements--GK
12/28/09	Dues Schedule mailed to member jurisdictions--GK
2/1/10	Budget Committee member(s) recruited. E-mail RG for notice to be placed in 2/3/10 City/Region section – AM
3/2/10	Deadline for receiving Budget Committee applications—AM
3/11/10	Executive Committee appoints Budget Committee--GK
3/23/10	FAX legal notice to RG on Budget Committee meeting for publication in March 28 paper (At least 8 – no more than 14 days in advance). —AM
4/8/10	Executive Committee and Budget Committee review Revised FY10 Budget--GK Recommend adoption of Revised FY10 Budget to LCOG Board Executive Committee and Budget Committee review draft FY11 Budget—GK
4/22/10	Board adopts FY10 Revised Budget—GK Proposed FY10 Work Program and Budget presented to the Board.
4/27/10	FAX legal notice to RG on Budget Committee meeting for publication in May 2 paper (At least 8 – no more than 14 days in advance). —AM
5/6/10	Budget/Executive Committees mailing—GK/AM
5/13/10	Budget Committee meeting--approve FY11 Budget—GK
6/08/10	FAX notice of Public Hearing to RG for publication Sunday, June 13 newspaper. (At least 8 – no more than 14 days in advance). AM
6/24/10	Public Hearing on Budget/Adoption of FY11 Budget by Board--GK
6/25/10	Final document printed--(50)—Bob Copies mailed to Board members in July—GK/AM Document made available on the LCOG Internet site.
7/1/10	Save final budget document, advertisements and revised budgets from prior year to send to Department of Revenue if requested.—AM
12/9/10	Board approves FY10 Financial Statements--GK