

2011-2012 LCOG BUDGET PROCESS

<u>DATE</u>	<u>TASK--RESPONSIBLE PERSON(S)</u>
11/4/10	Executive Committee establishes budget assumptions--GK Executive Committee Reviews Proposed Dues Rates for FY12--GK
12/9/10	Board adopts Budget Process and Assumptions--GK Board approves Member Dues Rates based on Proposed Schedule--GK Board approves FY10 Financial Statements--GK
12/27/10	Dues Schedule mailed to member jurisdictions--GK
2/1/11	Budget Committee member(s) recruited. E-mail RG for notice to be placed in 2/2/11 City/Region section – AM
3/1/11	Deadline for receiving Budget Committee applications—AM
3/10/11	Executive Committee appoints Budget Committee--GK
3/29/11	FAX legal notice to RG on Budget Committee meeting for publication in April 3 paper (At least 8 – no more than 14 days in advance). —AM
4/14/11	Executive Committee and Budget Committee review Revised FY11 Budget--GK Recommend adoption of Revised FY11 Budget to LCOG Board Executive Committee and Budget Committee review draft FY12 Budget—GK
4/28/11	Board adopts FY11 Revised Budget—GK
4/28/11	FAX legal notice to RG on Budget Committee meeting for publication in May 1 paper (At least 8 – no more than 14 days in advance). —AM
5/5/11	Budget/Executive Committees mailing—GK/AM
5/12/11	Budget Committee meeting--approve FY12 Budget—GK
6/08/11	FAX notice of Public Hearing to RG for publication Sunday, June 12 newspaper. (At least 8 – no more than 14 days in advance). AM
6/23/11	Public Hearing on Budget/Adoption of FY12 Budget by Board--GK
6/27/11	Adopted document printed--(50)—Bob Copies mailed to Board members in July—GK/AM Document made available on the LCOG Internet site.
7/1/11	Save Adopted Budget document, advertisements and revised budgets from prior year to send to Department of Revenue if requested.—AM
12/8/11	Board approves FY11 Financial Statements--GK