

2012-2013 LCOG BUDGET PROCESS

<u>DATE</u>	<u>TASK--RESPONSIBLE PERSON(S)</u>
11/10/11	Executive Committee establishes budget assumptions--GK Executive Committee Reviews Proposed Dues Rates for FY13--GK
12/8/11	Board adopts Budget Process and Assumptions--GK Board approves Member Dues Rates based on Proposed Schedule--GK Board approves FY11 Financial Statements--GK
12/27/11	Dues Schedule mailed to member jurisdictions--GK
2/1/12	Budget Committee member(s) recruited. E-mail RG for notice to be placed in 2/1/12 City/Region section – AM
3/1/12	Deadline for receiving Budget Committee applications—AM
3/8/12	Executive Committee appoints Budget Committee--GK
3/27/12	FAX legal notice to RG on Budget Committee meeting for publication in April 1 paper (At least 8 – no more than 14 days in advance). —AM
4/12/12	Executive Committee and Budget Committee review Revised FY12 Budget--GK Recommend adoption of Revised FY12 Budget to LCOG Board Executive Committee and Budget Committee review draft FY13 Budget—GK
4/26/12	Board adopts FY12 Revised Budget—GK
4/25/12	FAX legal notice to RG on Budget Committee meeting for publication in April 29 paper (At least 8 – no more than 14 days in advance). —AM
5/3/12	Budget/Executive Committees mailing—GK/AM
5/10/12	Budget Committee meeting--approve FY13 Budget—GK
6/13/12	FAX notice of Public Hearing to RG for publication Sunday, June 17 newspaper. (At least 8 – no more than 14 days in advance). AM
6/28/12	Public Hearing on Budget/Adoption of FY13 Budget by Board--GK
7/2/12	Adopted document printed--(50)—Bob Copies mailed to Board members in July—GK/AM Document made available on the LCOG Internet site.
7/2/12	Save Adopted Budget document, advertisements and revised budgets from prior year to send to Department of Revenue if requested.—AM
12/13/12	Board approves FY12 Financial Statements--GK