

# EVERETT BENEFIT TRUST ANNUAL CALENDAR

DATE

<b>January</b> <ul style="list-style-type: none"> <li>✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)</li> <li>✓ Quarterly EAP report (Randi)</li> <li>✓ 2<sup>nd</sup> Quarter investment update (Jayson)</li> </ul>	
<b>February</b> <ul style="list-style-type: none"> <li>✓ Review previous years medical claim data</li> <li>✓ IBNR mid-year review</li> </ul>	
<b>March</b>	
<b>April</b> <ul style="list-style-type: none"> <li>✓ Begin preliminary discussion with consultants on plan renewals</li> <li>✓ Review Operational Manual</li> <li>✓ Quarterly EAP report</li> <li>✓ 3<sup>rd</sup> Quarter investment report</li> <li>✓ Annual investment policy review and recommendations from investment advisor</li> </ul>	
<b>May</b> <ul style="list-style-type: none"> <li>✓ Review Auditor Engagement for annual audit</li> <li>✓ Review Consultant Engagement/Budget for upcoming fiscal year</li> <li>✓ Review performance of investment advisor</li> <li>✓ Approval of Annual investment policy review by Trustees</li> <li>✓ Becker attend meeting</li> <li>✓ Establish Trust meeting schedule for the upcoming fiscal year</li> </ul>	
<b>June</b> <ul style="list-style-type: none"> <li>✓ Approval of Auditor Engagement for annual audit</li> <li>✓ Approval of Consultant Engagement/Budget for upcoming fiscal year</li> <li>✓ Review Compensation for Trust financial services</li> <li>✓ Rotation of Trust Officers</li> <li>✓ End of Fiscal year</li> </ul>	June 30
<b>July</b> <ul style="list-style-type: none"> <li>✓ Beginning of Fiscal year</li> </ul>	July 1
<b>August</b> <ul style="list-style-type: none"> <li>✓ Consultant presents proposed plan renewals and rates for upcoming Fiscal year to the Trustees</li> <li>✓ Trust audit by independent auditor</li> <li>✓ Quarterly EAP report</li> <li>✓ Approve annual Wellness Program plan and budget</li> </ul>	Mid-Late August

Everett Benefit Trust Annual Calendar - continued

	<u><b>DATE</b></u>
<b>September</b> <ul style="list-style-type: none"> <li>✓ Finalize upcoming fiscal year plans and rates with consultants</li> <li>✓ Approve annual budget</li> <li>✓ Open enrollment materials are prepared by the Benefits Department</li> <li>✓ Trust audit by Office of Financial Management every other year (odd year)</li> <li>✓ Review and approval of audit by independent auditor</li> <li>✓ Begin Stop-Loss Insurance review</li> <li>✓ 4<sup>th</sup> Quarter investment report</li> </ul>	
<b>October</b> <ul style="list-style-type: none"> <li>✓ Plan documents are finalized between the Consultant and Human Resources</li> <li>✓ Open enrollment begins</li> <li>✓ Quarterly EAP report</li> <li>✓ 1<sup>st</sup> Quarter investment report</li> <li>✓ Renew Stop Loss Insurance (Sean)</li> </ul>	
<b>November</b> <ul style="list-style-type: none"> <li>✓ Open enrollment closes (Randi)</li> <li>✓ Review of annual report and budget for the Office of Financial Management (Darla)</li> </ul>	
<b>December</b> <ul style="list-style-type: none"> <li>✓ Fiduciary Liability Insurance Renewal (Darla)</li> <li>✓ Approval of annual report and budget for the Office of Financial Management (Darla)</li> </ul>	