

EVERETT BENEFIT TRUST

ANNUAL CALENDAR

July <ul style="list-style-type: none"> ✓ Beginning of Fiscal year 	July 1
August <ul style="list-style-type: none"> ✓ Consultant presents proposed plan renewals and rates for upcoming Fiscal year to the Trustees (Sean) ✓ Annual Investment Report (Jayson) ✓ Trust audit by independent auditor (Darla) ✓ Quarterly EAP report (Randi) 	Mid-Late August Consultants attending
September <ul style="list-style-type: none"> ✓ Finalize upcoming fiscal year plans and rates with consultant (Sean) ✓ Approve annual budget (Trustees) ✓ Open enrollment materials are prepared by the Benefits Department (Randi) ✓ Trust audit by Office of Financial Management every other year (odd year) (Darla) ✓ Review and approval of audit by independent auditor (Darla) ✓ Begin Stop-Loss Insurance review (Sean) ✓ End of year Wellness Program report (Gail) 	Consultant attending
October <ul style="list-style-type: none"> ✓ Plan documents are finalized between the Consultant and Human Resources (Sean/Randi) ✓ Open enrollment begins (Randi) ✓ Quarterly EAP report (Randi) ✓ Renew Stop Loss Insurance (Sean) 	Consultants attending
November <ul style="list-style-type: none"> ✓ Open enrollment closes (Randi) ✓ Review of annual report and budget for the Office of Financial Management (Darla) ✓ Investment Summary Review (Jayson) ✓ Annual investment policy review and recommendations from investment consultant (Jayson) ✓ Review performance of investment manager(s) (Jayson) 	Consultant attending
December <ul style="list-style-type: none"> ✓ Fiduciary Liability Insurance Renewal (Darla) ✓ Approval of annual report and budget for the Office of Financial Management (Darla) ✓ Approval of Annual investment policy review by Trustees 	
January <ul style="list-style-type: none"> ✓ Human Resources provides an update on Open Enrollment processes and participation (Randi) ✓ Quarterly EAP report (Randi) 	

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February <ul style="list-style-type: none"> ✓ Review previous years medical claim data (Sean) ✓ IBNR mid-year review (Sean) 	Consultant attending
March	
April <ul style="list-style-type: none"> ✓ Begin preliminary discussion with consultants on plan renewals (Sean) ✓ Review Operational Manual (Trustees) ✓ Quarterly EAP report (Randi) ✓ Investment Manager presentation (Becker & Jayson) 	Consultants attending
May <ul style="list-style-type: none"> ✓ Review Auditor Engagement for annual audit (Darla) ✓ Review Consultant Engagement/Budget for upcoming fiscal year (Sean) ✓ Review performance of investment advisor (Executive Session) ✓ Review annual Wellness Program plan and budget (Gail) ✓ Establish annual regular meeting calendar for the upcoming fiscal year (Trustees) 	Consultant attending
June <ul style="list-style-type: none"> ✓ Approval of Auditor Engagement for annual audit (Darla) ✓ Approval of Consultant Engagement/Budget for upcoming fiscal year (Sean) ✓ Approval of annual Wellness Program plan and budget (Gail) ✓ Rotation of Trust Officers (Trustees) ✓ Adopt annual regular meeting calendar (Trustees) ✓ Review Compensation for Trust financial <u>and support</u> services (Executive Session) ✓ End of Fiscal year 	Consultant attending June 30