

EVERETT BENEFIT TRUST ANNUAL CALENDAR

July ✓ Beginning of Fiscal year	July 1
August ✓ Consultant presents proposed plan renewals and rates for upcoming Fiscal year to the Trustees (Sean) ✓ Trust audit by independent auditor (Darla)	Mid-Late August Consultants attending
September ✓ Finalize upcoming fiscal year plans and rates with consultant (Sean) ✓ Approve annual budget (Trustees) ✓ Open enrollment materials are prepared by the Benefits Department (Randi) ✓ Review and approval of audit by independent auditor (Darla) ✓ End of year Wellness Program report (Gail)	Consultant attending
October ✓ Plan documents are finalized between the Consultant and Human Resources (Sean/Randi) ✓ Open enrollment begins (Randi) ✓ Quarterly EAP report (Randi)	Consultant attending
November ✓ Open enrollment closes (Randi) ✓ Review of annual Trust budget (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 ✓ Fiduciary Liability Insurance Renewal (Darla) ✓ Approval of Annual investment policy review by Trustees (if revisions were proposed in November)	
January ✓ Human Resources provides an update on Open Enrollment processes and participation (Randi) ✓ Quarterly EAP report (Randi)	
February	
March	

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April ✓ 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 ✓ 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 ✓ 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