

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) ✓ Trust audit by independent auditor (Darla) 	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) ✓ Review and approval of audit by independent auditor (Darla) ✓ End of year Wellness Program report (Gail) 	Consultant attending
October <ul style="list-style-type: none"> ✓ Not for Agenda: Plan documents are finalized between the Consultant and Human Resources (Sean/Randi) ✓ Open enrollment begins (Randi) ✓ Quarterly EAP report (Randi) 	Consultant attending
November <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> ✓ Fiduciary Liability Insurance Renewal (Darla) ✓ Approval of Annual investment policy review by Trustees (if revisions were proposed in November) 	
January <ul style="list-style-type: none"> ✓ Human Resources provides an update on Open Enrollment processes and participation (Randi) ✓ Quarterly EAP report (Randi) 	
February	
March	

