

## EVERETT BENEFIT TRUST ANNUAL CALENDAR

<p><b>July</b></p> <ul style="list-style-type: none"> <li>✓ Beginning of Fiscal year</li> </ul>	<p>July 1</p>
<p><b>August</b></p> <ul style="list-style-type: none"> <li>✓ Consultant presents proposed plan renewals and rates for upcoming Fiscal year to the Trustees (Sean)</li> <li>✓ Trust audit by independent auditor (Darla)</li> </ul>	<p>Mid-Late August</p> <p>Consultant attending</p>
<p><b>September</b></p> <ul style="list-style-type: none"> <li>✓ Finalize upcoming fiscal year plans and rates with consultant (Sean)</li> <li>✓ Approve annual budget (Trustees)</li> <li>✓ Open enrollment materials are prepared by the Benefits Department (Randi)</li> <li>✓ Review and approval of audit by independent auditor (Darla)</li> <li>✓ United Health Care claims data and appeals results (Sean)</li> </ul>	<p>Consultant attending</p>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>✓ Plan documents are finalized between the Consultant and Human Resources (Sean/Randi)</li> <li>✓ Open enrollment begins (Randi)</li> </ul>	<p>Consultant attending</p>
<p><b>November</b></p> <ul style="list-style-type: none"> <li>✓ Open enrollment closes (Randi)</li> <li>✓ Investment Summary Review (Jayson)</li> <li>✓ Annual investment policy review and recommendations from investment consultant (Jayson)</li> <li>✓ Review performance of investment manager(s) (Jayson)</li> </ul>	<p>Consultant attending</p>
<p><b>December</b></p> <ul style="list-style-type: none"> <li>✓ Approval of Annual investment policy review by Trustees <b>(if revisions are proposed in November)</b></li> <li>✓ Quarterly EAP report (Randi)</li> </ul>	
<p><b>January</b></p> <ul style="list-style-type: none"> <li>✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)</li> </ul>	
<p><b>February</b></p> <ul style="list-style-type: none"> <li>✓ Review Fiduciary Liability Insurance Renewal (Darla)</li> <li>✓ United Health Care claims data and appeals results</li> </ul>	
<p><b>March</b></p> <ul style="list-style-type: none"> <li>✓ Approve Fiduciary Liability Insurance Renewal (Darla)</li> </ul>	

