

# 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</li> <li>✓ Quarterly EAP report</li> <li>✓ Quarterly THM report</li> <li>✓ Quarterly investment update</li> </ul>	
<b>February</b> <ul style="list-style-type: none"> <li>✓ Review previous years medical claim data</li> <li>✓ Review of Total Health Management</li> <li>✓ IBNR mid-year review</li> </ul>	
<b>March</b> <ul style="list-style-type: none"> <li>✓ Quarterly investment report from Investment Management</li> </ul>	
<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>✓ Quarterly THM report</li> <li>✓ Quarterly investment update</li> </ul>	
<b>May</b> <ul style="list-style-type: none"> <li>✓ Begin stop loss insurance review</li> <li>✓ Approve Auditor Engagement for annual audit</li> <li>✓ Approve Consultant Engagement/Budget for upcoming fiscal year</li> </ul>	
<b>June</b> <ul style="list-style-type: none"> <li>✓ Establish Trust meeting schedule for the upcoming fiscal year</li> <li>✓ Renew Stop Loss Insurance</li> <li>✓ Review Compensation for Trust financial services</li> <li>✓ Quarterly investment report from Investment Management</li> <li>✓ Annual investment review</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>✓ Quarterly THM report</li> <li>✓ Quarterly investment update</li> </ul>	Mid-Late August

Everett Benefit Trust Annual Calendar - continued

<b>September</b> <ul style="list-style-type: none"> <li>✓ Finalize upcoming fiscal year plans and rates with consultants</li> <li>✓ Open enrollment materials are prepared by the Benefits Department</li> <li>✓ Trust audit by Office of Financial Management</li> <li>✓ Annual Investment Report</li> </ul>	<p>Early September</p>
	<p><b><u>DATE</u></b></p>
<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>✓ Audit report presented to Trustees</li> <li>✓ Quarterly investment report from Investment Management</li> <li>✓ Review of Total Health Management Plan</li> <li>✓ Quarterly EAP report</li> <li>✓ Quarterly THM report</li> <li>✓ Quarterly investment update</li> </ul>	<p>October 20</p>
<b>November</b> <ul style="list-style-type: none"> <li>✓ Open enrollment closes</li> <li>✓ Review of annual report and budget for the Office of Financial Management</li> <li>✓ Review of audit by independent auditor</li> <li>✓ Approval of audit by independent auditor</li> </ul>	<p>November 15</p>
<b>December</b> <ul style="list-style-type: none"> <li>✓ Fiduciary Liability Insurance Renewal</li> <li>✓ Quarterly investment report from Investment Management</li> <li>✓ Approval of annual report and budget for the Office of Financial Management</li> </ul>	

6/29/05  
rv. 8/29/05, 10/17/06  
rv. 2/27/05, 3/20/06  
rv. 6/12/06