

EVERETT BENEFIT TRUST ANNUAL CALENDAR

	<u>DATE</u>
January <ul style="list-style-type: none"> ✓ Human Resources provides an update on Open Enrollment processes and participation ✓ Quarterly EAP report ✓ 2nd Quarter investment update 	
February <ul style="list-style-type: none"> ✓ Review previous years medical claim data ✓ IBNR mid-year review 	
March	
April <ul style="list-style-type: none"> ✓ Begin preliminary discussion with consultants on plan renewals ✓ Review Operational Manual ✓ Quarterly EAP report ✓ 3rd Quarter investment report ✓ Annual investment policy review and recommendations from investment advisor 	
May <ul style="list-style-type: none"> ✓ Review Auditor Engagement for annual audit ✓ Review Consultant Engagement/Budget for upcoming fiscal year ✓ Review performance of investment advisor ✓ Approval of Annual investment policy review by Trustees 	
June <ul style="list-style-type: none"> ✓ Establish Trust meeting schedule for the upcoming fiscal year ✓ Approval of Auditor Engagement for annual audit ✓ Approval of Consultant Engagement/Budget for upcoming fiscal year ✓ Review Compensation for Trust financial services ✓ Rotation of Trust Officers ✓ End of Fiscal year 	June 30
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 ✓ Trust audit by independent auditor ✓ Quarterly EAP report 	Mid-Late August

Everett Benefit Trust Annual Calendar - continued

	<u>DATE</u>
September <ul style="list-style-type: none"> ✓ Approve annual Wellness Program plan and budget ✓ Finalize upcoming fiscal year plans and rates with consultants ✓ Approve annual budget ✓ Open enrollment materials are prepared by the Benefits Department ✓ Trust audit by Office of Financial Management every other year (odd year) ✓ Review and approval of audit by independent auditor ✓ Begin Stop-Loss Insurance review ✓ 4th Quarter investment report 	Early September
October <ul style="list-style-type: none"> ✓ Plan documents are finalized between the Consultant and Human Resources ✓ Open enrollment begins ✓ Quarterly EAP report ✓ 1st Quarter investment report ✓ Renew Stop Loss Insurance (N/A in 2007) 	October 20
November <ul style="list-style-type: none"> ✓ Open enrollment closes ✓ Review of annual report and budget for the Office of Financial Management 	November 15
December <ul style="list-style-type: none"> ✓ Fiduciary Liability Insurance Renewal ✓ Approval of annual report and budget for the Office of Financial Management 	