

# EVERETT BENEFIT TRUST

## ANNUAL CALENDAR

	<u>DATE</u>
<b>January</b> <ul style="list-style-type: none"> <li>✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)</li> <li>✓ Quarterly EAP report (Randi)</li> <li>✓ 2<sup>nd</sup> Quarter investment update (Jayson)</li> </ul>	
<b>February</b> <ul style="list-style-type: none"> <li>✓ Review previous years medical claim data (Sean)</li> <li>✓ IBNR mid-year review (Sean)</li> </ul>	
<b>March</b>	
<b>April</b> <ul style="list-style-type: none"> <li>✓ Begin preliminary discussion with consultants on plan renewals (Sean)</li> <li>✓ Review Operational Manual</li> <li>✓ Quarterly EAP report</li> <li>✓ 3<sup>rd</sup> Quarter investment report (Jayson)</li> <li>✓ Annual investment policy review and recommendations from investment advisor (Jayson)</li> </ul>	
<b>May</b> <ul style="list-style-type: none"> <li>✓ Review Auditor Engagement for annual audit</li> <li>✓ Review Consultant Engagement/Budget for upcoming fiscal year</li> <li>✓ Review performance of investment advisor</li> <li>✓ Approval of Annual investment policy review by Trustees</li> <li>✓ Becker attend meeting (Jayson)</li> <li>✓ Establish annual regular meeting calendar for the upcoming fiscal year</li> </ul>	
<b>June</b> <ul style="list-style-type: none"> <li>✓ Approval of Auditor Engagement for annual audit</li> <li>✓ Approval of Consultant Engagement/Budget for upcoming fiscal year</li> <li>✓ Review Compensation for Trust financial services</li> <li>✓ Rotation of Trust Officers</li> <li>✓ End of Fiscal year</li> <li>✓ Adopt annual regular meeting calendar no later than June 30<sup>th</sup>.</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>	

Everett Benefit Trust Annual Calendar - continued

<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>✓ Approve annual Wellness Program plan and budget</li></ul>	Mid-Late August
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Everett Benefit Trust Annual Calendar - continued

	<u>DATE</u>
<b>September</b> <ul style="list-style-type: none"> <li>✓ Finalize upcoming fiscal year plans and rates with consultants</li> <li>✓ Approve annual budget</li> <li>✓ Open enrollment materials are prepared by the Benefits Department</li> <li>✓ Trust audit by Office of Financial Management every other year (odd year)</li> <li>✓ Review and approval of audit by independent auditor</li> <li>✓ Begin Stop-Loss Insurance review (Sean)</li> <li>✓ 4<sup>th</sup> Quarter investment report (Jayson)</li> </ul>	
<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>✓ Quarterly EAP report</li> <li>✓ 1<sup>st</sup> Quarter investment report (Jayson)</li> <li>✓ Renew Stop Loss Insurance (Sean)</li> </ul>	
<b>November</b> <ul style="list-style-type: none"> <li>✓ Open enrollment closes (Randi)</li> <li>✓ Review of annual report and budget for the Office of Financial Management (Darla)</li> </ul>	
<b>December</b> <ul style="list-style-type: none"> <li>✓ Fiduciary Liability Insurance Renewal (Darla)</li> <li>✓ Approval of annual report and budget for the Office of Financial Management (Darla)</li> </ul>	