

Finance Committee Annual Schedule

Regular Finance Committee Meeting:

Fourth Tuesday of the month at 1pm in the office and via Zoom. This is the Tuesday immediately preceding the Thursday Board Meeting

January

- Budget year begins
- Meeting as usual
- Review of final operations and reserve expenditures for prior year. If not all data is available, this may occur in February

February - March

- Meeting as usual

April

- Welcome new members and select chairperson and scribe
- Second Tuesday in April: Reserve Study Part 1 (extended meeting)
- Fourth Tuesday in April: Reserve Study Part 2 (if needed)

May - June

- Meeting as usual

July

- Meeting as usual
- Prepare Finance presentation for Annual Meeting

August

- Annual Meeting Finance presentation
- Determine training needs for committee members and BOD and develop training as needed.
- Extra session for training new board members, committee members and interested RV members

September

- Second week in September BOD Executive Session to set payroll costs
- Budget Week: Third week in September (Monday – Wednesday and Friday if needed)
 - Mon-Tue: Analyze budget data and prepare proposed budget
 - Wednesday: Prepare Budget Presentation
 - Thursday: Present proposed budget at Thursday work session

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- Friday: Review budget document on Friday of Budget week to include relevant notes about why significant increases/decreases were decided on and send to BOD
- Fourth week in September: Board meeting to approve proposed budget OR return to Finance Committee for revisions
- Work with BOD and Office to create the Budget Packet for distribution to RV Members. Budget packet includes:
 - Cover letter with Ballot for Ratification including meeting notice
 - President's Letter
 - Proposed Budget
- Budget timelines:
 - Mail out packet within 30 days of Board approval to all RV Members
 - Per our CC&Rs (Section 5.4), Meeting date must be no less than 20 days and no more than 45 days after the mailing

October and November

- Finance Committee Meeting as usual

December

- No meeting