

2012 HOA #1 Budget & Business Plan Timing

(Key dates of interest to Board and committees)

2. - Controller distributes outline for dept. heads to follow in preparation of business plans. - Dept. heads involve appropriate committee(s) in development of these plans. - BOD guidance issued.

3. - Operating expense worksheets, line item detail, financial P/L, Reserve and New Capital request forms distributed to dept. heads by Controller. - Dept heads should involve appropriate committee(s) in completing these forms.

4. Proposed 2011/2012 Golf fees presented to BOD.

6. Draft business plans turned in to Controller.

7. Controller reviews draft business plans with dept. heads & managers.

8. Draft business plans distributed to BOD, GM, Finance Committee & other appropriate committees.

1. BOD issues 2012 budget guidance to management & committees.

JULY						
S	M	T	W	T	F	S
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31						

AUGUST						
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SEPTEMBER						
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11. Operating Expense worksheets, line item detail, financial P/L, Reserve & New capital requests (in order of priority) forms due back to Controller.

9. Sept 17 - October 15 - Committees review business plans with appropriate management.

5. 2011/2012 golf fees

10. 2011/2012 golf fees reviewed.

12. BOD approves golf fees for 2011/2012.

13. Dept. heads & managers review draft operating & capital requests w/ Controller.

14. Director comments on draft business plans due to Controller.

15. 1st draft budget distributed.

18. 2nd DRAFT budget distributed.

16. Hearings with Finance Committee reviewing 1st draft budget with management & committees.

OCTOBER						
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NOVEMBER						
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DECEMBER						
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25	26	27	28	29	30	31

17. 1st DRAFT budget & revised business plans reviewed by BOD at Work Session..

19. BOD reviews overview of 2nd draft budget with mgmt in public hearings (with Finance Committee invited).

20. FINAL DRAFT budget reviewed by BOD at Work Session.

21. 2012 FINAL budget & fee schedule adopted by BOD at Board Meeting..

Note: December BOD meetings available for items not finalized at November BOD meeting.

19 - Indicates BOD Work Session, usually the second-to-last Tuesday of the month. Exceptions: January, November, & December

26 - Indicates regular BOD meeting, usually the last Tuesday of the month. Exceptions: January, November, & December