

## 2004-2005 LCOG BUDGET PROCESS

<u>DATE</u>	<u>TASK--RESPONSIBLE PERSON(S)</u>
11/20/03	Executive Committee establishes budget assumptions--GK Executive Committee Reviews Proposed Dues Rates for FY04--GK
12/11/03	Board adopts Budget Process and Assumptions--GK Board approves Member Dues Rates based on Proposed Schedule--GK Board approves FY03 Financial Statements--GK
12/29/03	Dues Schedule mailed to member jurisdictions--GK
2/2/04	Budget Committee member(s) recruited—Linda C
3/5/04	Deadline for receiving Budget Committee applications—Linda C
3/18/04	Board appoints Budget Committee--GK
4/1/04	FAX legal notice to RG on Budget Committee meeting for publication in April 6 paper—Linda C
4/15/04	Executive Committee and Budget Committee review Revised FY04 Budget--GK Recommend adoption of Revised FY04 Budget to LCOG Board Executive Committee and Budget Committee review draft FY05 Budget—GK
4/22/04	Board approves FY04 Revised Budget--GK
5/03/04	FAX legal notice to RG on Budget Committee meeting for publication in May 9 paper—Linda C
5/13/04	Proposed (Draft #1) Budget and Budget Summary and Direction mailed to Budget/Executive Committees (30 copies run)--GK
5/20/04	Budget Committee meeting--approve FY05 Budget—GK
5/27/04	Approved (Draft #2) budget and Budget Summary and Direction presented to Board (not mailed) Approved Budget mailed to members that did not attend the Board meeting. No additional copies distributed to Board members until the final, adopted document is printed--GK
6/8/04 Linda C	FAX notice of Public Hearing to RG for publication Sunday, June 13 newspaper.
6/24/04	Public Hearing on Budget/Adoption of FY05 Budget by Board--GK
6/28/04	Final document printed--(100)—Linda C Copies distributed to Board members at July meeting—GK
7/1/04	Mail final budget document, advertisements and revised budgets from prior year to Department of Revenue—Linda C
12/09/04	Board approves FY03 Financial Statements--GK

