

## Finance Committee Annual Planner

**PURPOSE:** To provide a document to assist with the preparation of the Finance Committee Agenda throughout the fiscal year.

### SOURCE DOCUMENTS:

- Task List - Committee Charter (Recurring Tasks, Special Projects)
- Charter - Board approved
- Resolutions - Board approved
- Governing Documents - Legal Basis for TDA existence
- Davis-Stirling Act - State and Corporate Law

### January

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Quarterly Reserve Fund Investments Review, Financial Performance (**Oct- Dec**, Resolution 2015-5, Investment Policy)
  - Performance, Performance, Strategy, Cash flow, Results
- GPC Liaison Report (Task List)

### February

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Review of year-end Balances/Activity: Operating and Capital Funds (Annual Recurring Task)
- Review Development Fund and Replacement Reserve Fund Activity (**Oct- Dec**, Quarterly, Recurring Task)
- GPC Liaison Report (Task List)

### March

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Assist with Annual Audit DRAFT Review (Annual Recurring Task)
- Capital Projects Workshop w/GPC (General Resolution 2014-1, Financial Planning, Budgeting, and Reporting) – Chair, GPC Liaison
- GPC Liaison Report (Task List)

### April

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Quarterly Reserve Fund Investments Review (**Jan-Mar**, Resolution 2015-5, Investment Policy)
  - Performance, Strategy, Cash flow, Results
- Assist with Annual Report DRAFT Review (Annual Recurring Task)
- GPC Liaison Report (Task List)

**May**

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Review Development Fund and Replacement Reserve Fund Activity (**Jan- Mar**, Quarterly, Recurring Task)
- GPC Liaison Report (Task List)

**June**

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- GPC Liaison Report (Task List)
- Winter Amenities Financial Review (Recurring Task)

**July**

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Quarterly Reserve Fund Investments Review (**Apr-Jun**, Quarterly, Resolution 2015-5, Investment Policy)
  - Performance, Strategy, Cash flow, Results
- Participate in Annual Budget Process (Annual Recurring Task, General Resolution 2014-1, Financial Planning, Budgeting, and Reporting)
  - Strategic Plan & Budget Guidance DRAFT
  - Budget Planning & Workshops
- GPC Liaison Report (Task List)

**August**

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Review Development Fund and Replacement Reserve Fund Activity (**Apr-Jun**, Quarterly, Recurring Task)
- Participate in Annual Budget Process (Annual Recurring Task, General Resolution 2014-1, Financial Planning, Budgeting, and Reporting)
  - Budget Planning & Workshops
    - Rates, Pricing
- GPC Liaison Report (Task List)

**September**

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Participate in Annual Budget Process (Annual Recurring Task, General Resolution 2014-1, Financial Planning, Budgeting, and Reporting)
  - Budget Planning & Workshops
- Assist with selection of Auditor (Recurring Task)

**October**

Finance Committee Annual Planner continued

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Quarterly Reserve Fund Investments Review (**Jul-Sep**, Resolution 2015-5, Investment Policy)
  - Performance, Strategy, Cash flow, Results
- Participate in Annual Budget Process (Annual Recurring Task, General Resolution 2014-1, Financial Planning, Budgeting, and Reporting)
  - Budget Final Review & Approval
  - Annual Budget Report Review
- GPC Liaison Report (Task List)

**November**

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
- Review Development Fund and Replacement Reserve Fund Activity (**Jul- Sep**, Quarterly, Recurring Task)
- Review and Adjust FC Committee Tasks (Annual, Resolution 2008-2, Committee Policy)
- Review FC Committee Membership (Annual, Resolution 2008-2, Committee Policy)
- GPC Liaison Report (Task List)

**December**

- Review Actual to Budget Monthly and Yearly Financial Performance (Monthly Recurring Task)
  - Performance, Strategy, Cash flow, Results
- GPC Liaison Report (Task List)
- Election of FC Chair (Annual, Resolution 2008-2, Committee Policy)
- Summer Amenities Financial Review (Recurring Task)