

# Tahoe Donner Association BUDGET 2019 Timeline

DRAFT 6/13/2018

SEE FOOTNOTES for other Key Items

Participants	September	October	November	December
Management	9/4 to 9/6	Managers Planning Sessions (each Manager & Director) (DOF/GM to provide agenda/deliverables) drafting of Operating Fund (RBM)(Jan-Jul Actuals, Aug-Dec Forecasted) / Pricing Draft / Capital Plan / Reserve Study Update		
FC / DoF / GM / Members	docs 9/7	13-Sep	Reserve Study/OpFd Review-1pm - 4pm - Fin Cmt review. GPC & Member and Board invites (potentially noticed Board Workshop so all Board attend) <span style="float: right;">9/20 4pm-5 pm Regular FC mtg</span>	
Management	9/14 to 9/17	refine drafting of Operating Fund (RBM) / Capital Plan / Reserve Study Update		
Management		18-Sep	Tuesday Senior Team Budget Review - 1 Full Day Including linkage/sync with Strategic Plan / Board Guidance	
BoD / FC / Mgmt / Members	9/19 all materials to Board >	29-Sep	Saturday, Budget review, part of Regular Board Mtg (2-3 hours)	
Management		10/1 to 10/31	detail by account by day budget spreads (revenue, payroll, expenses)	
FC / DoF / GM / Members	docs 10/12	18-Oct	Finance Committe Review (3 hours) - Open to Members/Board (notice may be required) <span style="float: right;">10/12 4pm-5 pm Regular FC mtg</span>	
BoD / FC / Mgmt / Members	docs 10/19		27-Oct	Regular Board Meeeting, Budget Review & Approval (30 min) <b>NEED BOARD APPROVAL no later than this date</b>
DoF/Treasurer/GM		Budget Report & Member Letter Content Drafted		
ComDep / DoF		Budget Report Graphic Design/Publication		
Finance & Accounting		Annual Assessment Invoice and Letter to Members post-marked/mailed		15-Nov < ON THIS DAY (not before or after) (2 week lead to process)
ComDep		Budget Report Published/Mailed in TDNews and posted to WWW		22-Nov
Finance & Accounting		Budget Detail by Account QC and Load into Accounting System (G/L) and Flash Daily Reporting System		target by 12/20

**Overall Notes:**

A focused, compact, approximately 45 day Budget cycle. Process/tools/logistics are in place.

Schedule places budget work cycle in management off-peak periods of Sept/Oct.

When/if start sooner, have less 2017 actuals info, plans still developing, impacts busy summer ops period, and simply extends the entire budget cycle.

Items/analysis requiring more lead time, resources would start sooner than September by Management.

Budget includes the following key deliverables:

- Annual Assessment requirement
- Operating / Development / Replacement Reserve / NM&E Funds components
- Reserve Study update / Capital Spend Plan
- Rates and Fees Schedules, Pricing Models Key Areas

**Other Regular Board meeting, key Budget related agenda items:**

- (A) Winter season pass and program rates - Approval / Launch in late October
- (B) Health insurance plan renewal of existing contract or new contract/provider (August board meeting)
- (C) Strategic Guidance Budget document reviewed with Board (July & Aug regular board meetings)
- (D) Allocated Overhead draft review FC in July, Final methodology FC approval August. The amounts become final once budget is final in October.

