

Tahoe Donner Association BUDGET 2020 Timeline

DRAFT 6/11/2019

SEE FOOTNOTES for other Key Items

| Participants | September | October | November | December |
|---------------------------|-------------------------------|---|---|--|
| Management | 9/3 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 9/9 | 12-Sep | Reserve Study/OpFd Review-1pm - 4pm - Fin Cmt review. GPC & Member and Board invites (potentially noticed Board Workshop so all Board attend) ? 9/19 4pm-5 pm Regular FC mtg | |
| Management | 9/16 to 9/18 | refine drafting of Operating Fund (RBM) / Capital Plan / Reserve Study Update | | |
| Management | 19-Sep | Tuesday Senior Team Budget Review - 1 Full Day Including linkage/sync with Strategic Plan / Board Guidance | | |
| BoD / FC / Mgmt / Members | 9/20 all materials to Board > | 27-Sep | Friday 9am-1pm, day before Regular BoD meeting that Saturday 28th | |
| Management | | 10/1 to 10/31 | detail by account by day budget spreads (revenue, payroll, expenses) | |
| FC / DoF / GM / Members | docs 10/11 | 17-Oct | Finance Committee Review (3 hours) - Open to Members/Board (notice may be required) 10/10 3pm-5 pm Regular FC mtg | |
| BoD / FC / Mgmt / Members | docs 10/18 | 26-Oct | Regular Board Meeting, Budget Review & Approval (30 min) NEED BOARD APPROVAL no later than this date | |
| DoF/Treasurer/GM | | Budget Report & Member Letter Content Drafted | 10/20 - 11/5 | |
| ComDep / DoF | | Budget Report Graphic Design/Publication | 10-Nov | |
| 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.

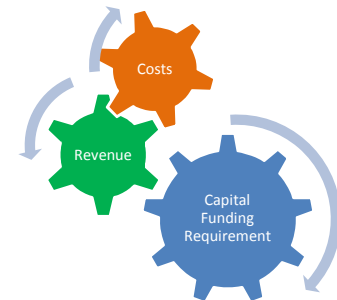
Schedule places budget work cycle in management off-peak periods of Sept/Oct.

When/if start sooner, have less 2019 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 Finance Committee (at Jul/Aug FC mtgs) and 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.