

**Recommendation for Schedule  
for Financial Reports to the Full Commission**

Background

The RRBC now meets on the 2<sup>nd</sup> Monday of the month, except in October. A Financial Report for the previous month (and sometimes the previous quarter) is required for RRBC Commissioner packets. There is regularly insufficient time to finalize the reports so that they can be put in the packet, which must be mailed out the Monday before the upcoming meeting.

Recommendation

1. Bookkeeper prepares the Financial Reports with the assistance of the Executive Director on a monthly basis
2. Monthly Financial Reports are reviewed by the RRBC Treasurer and finalized.
3. The Financial Report presented to the Commissioners is not from the previous month, but rather from the one preceding it. (See table below)

<b>Month</b>	<b>Meeting</b>	<b>Reports Avail</b>	<b>Comments</b>
July	-	-	
Aug	2 <sup>nd</sup> Monday	Revised FY 4Q and Final FY Report	
Sep	-	-	
Oct	4 <sup>th</sup> Monday	1 <sup>st</sup> Q Report	
Nov	-	-	
Dec	2 <sup>nd</sup> Monday	October Report	
Jan	-	-	
Feb	2 <sup>nd</sup> Monday	2 <sup>nd</sup> Q Report	
Mar	-	-	
Apr	2 <sup>nd</sup> Monday	Feb Report	
May	-	-	
June	2 <sup>nd</sup> Monday	3 <sup>rd</sup> Q Report Estimated year-End Proposed FY Budget	This is tight but can be accomplished with planning.