

## Crystal Falls Association – High Level Budget Development Plan/Responsibility Matrix

Month	Budget Committee (BC)	Project Management Committee (PMC)	Board (B)
Aug	<b>BC.1:</b> Work with PMC to develop/revise this high-level plan/responsibility matrix	<b>PMC1:</b> Work with BC to develop/revise this high-level plan/responsibility matrix	<b>B1: Review</b> this high-level plan/responsibility matrix and <b>provide feedback &amp; direction</b> to BC & PMC
Sep	<p><b>BC2:</b> Work with PMC to finalize integrated schedule/deadlines for ALL major budget work products and Board decisions. Present recommendations to Board for approval.</p> <p><b>BC3:</b> Provide Board with operating budget priority considerations/recommendations, including any recommended adjustments to fees</p> <p><b>BC4:</b> Initialize Master Budget Excel Workbook for developing new FY budget work products</p>	<p><b>PMC2:</b> Provide PMC major schedule/deadlines to BC</p> <p><b>PMC3:</b> Provide Board with reserve budget priority considerations/recommendations</p>	<p><b>B2: Decide</b> and publish major budget development milestones and responsibilities during special meeting with BC &amp; PMC</p> <p><b>B3: Decide</b> priorities and requests for operating (including requests from other committees) &amp; reserve budgets.</p> <p><b>B4: Decide</b> payroll budget changes.</p>
Oct	<p><b>BC5:</b> Develop operating budget</p> <p><b>BC6:</b> Present draft operating budget and available surplus to Board.</p>	<p><b>PMC4:</b> Send updates to Browning Reserve Group (BRG) to generate new reserve study drafts. Iterate as needed.</p> <p><b>PMC5:</b> Send final updates to BRG for reserve study final draft.</p>	<p><b>B5: Decide</b> major reserve component repairs/replacements that will be deferred or not done for disclosure in <i>Annual Budget Report</i></p> <p><b>B6: Decide</b> if there will be dues increase or special assessment</p> <p><b>B7: Decide</b> how to distribute next year’s operating surplus between reserve &amp; insurance savings funds.</p>

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Nov	<b>BC7:</b> Present final draft of Annual Budget Report to board for approval.	<b>PMC6:</b> Present final draft of reserve study to board for approval	<b>B8: Approve Annual Budget Report</b> and reserve study.  <b>B9: Distribute Annual Budget Report to membership <u>no later than Dec 1</u> in accordance with Civil Code 5300.</b>
	<i>Transition to monthly detail planning</i>		
Dec	<b>BC8:</b> Begin developing operating budget monthly detail and disbursement plan monthly detail	<b>PMC7:</b> Begin developing reserve budget monthly detail	
Jan	<b>BC9:</b> Finalize operating budget monthly detail  <b>BC10:</b> Finalize disbursement plan monthly detail  <b>BC11:</b> Present final draft of operating budget and disbursement plan monthly details to Board for approval	<b>PMC8:</b> Finalize reserve budget monthly detail  <b>PMC9:</b> Provide BC with final draft of reserve budget monthly detail  <b>PMC10:</b> Present final draft of reserve budget monthly detail to Board for approval	<b>B10: Approve</b> monthly detail operating budget, reserve budget, & disbursement plan <u>no later than one week before end of January</u> .
Feb	Gather, document and publish lessons learned for continuous improvement  Transition to monthly budget vs actual tracking and oversight		