



APPROVED FY 2018 Budget Schedule

NOTE: The Columbia Association's budget process is designed to provide ample opportunities for input from the Board, Committees, residents, staff and other interested parties. This schedule is for FY 18, the second year of a two-year budget cycle. The CA Board conditionally approved the FY 18 Budget in February 2016.

How to give testimony:

- **Submit your testimony via email to the Board of Directors at Board.Members@columbiaassociation.org;**
- **Send your testimony to the Board of Directors, care of the Columbia Association Accounting Department; 6310 Hillside Court, Columbia, MD 21046; or**
- **Present your testimony at the planned public hearing on October 13, 2016 noted below.**

Friday, August 5, 2016

Letters to the CA Board of Directors, the Village Associations and all Advisory Committees will be sent from CA staff soliciting proposed changes to the FY 18 Conditional Budget and including notice of the planned October 13 public hearing. Input due to CA Board and staff by Friday, September 30.

- **Procedures or rules:**
 - **Not applicable – not a meeting.**
- **Format for information:**
 - **Letter with forms to solicit budget input/changes.**
- **Process:**
 - **Staff to distribute.**

Thursday, September 22, 2016

The CA Board meeting provides an opportunity for Village Association testimony in addition to the October 13, 2016 public hearing. This is a Board meeting that is open to the public.

- **Procedures or rules:**
 - **The Board chair runs the meeting, and tracks the time for each speaker.**
 - **Speakers are encouraged to also provide their remarks in writing.**
- **Format for information:**
 - **No documentation required of staff.**
- **Process:**
 - **Staff gathers all stakeholders' comments to be summarized for the Board.**

Thursday, October 13, 2016

The CA Board hosts a public hearing for additions and deletions to the Conditional FY 18 Budget from all stakeholders. This is a Board work session that is open to the public.

- **Procedures or rules:**
 - *The Board-approved “Guidelines for a Public Hearing” apply.*
 - *The Board chair runs the meeting, and tracks the time for each speaker.*
 - *Speakers are encouraged to also provide their remarks in writing.*
- **Format for information:**
 - *No documentation required of staff.*
- **Process:**
 - *Staff gathers all stakeholders’ comments to be summarized for the Board (see next date.)*

Friday, January 6, 2017

Summary of proposed changes and Board-approved threshold adjustments delivered to the Board.

- **Procedures or rules:**
 - *Not applicable – this is not a meeting.*
- **Format for information:**
 - *Staff will provide cash flow summary, schedule of proposed operating budget changes, summary and detail on proposed capital budget changes, and proposed rate changes.*
- **Process:**
 - *Board members to review in preparation for deliberation on January 12 (see next date).*

Thursday, January 12, 2017

First deliberation by the Board on the Conditional FY 18 Budget with proposed additions and deletions from stakeholders. This is a scheduled Board work session that is open to the public.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
- **Format for information:**
 - *See the description of information for January 6.*
- **Process:**
 - *The Board will discuss the proposed changes and Board-approved threshold adjustments, and annual charge rate and cap for FY 18 and will take straw votes.*

Friday, February 3, 2017

Board-recommended threshold adjustments made to the Conditional FY 18 Budget including proposed revisions, delivered to the Board.

- **Procedures or rules:**
 - **Not applicable – not a meeting.**
- **Format for information:**
 - **Documentation (as described for January 6) will be revised as necessary and redistributed to the Board.**
- **Process:**
 - **Board members to review in preparation for deliberation on February 9, 2017.**

Thursday, February 9, 2017

Second deliberation by the Board on the Conditional FY 18 Budget with the adjustments and inputs. This is a scheduled Board work session meeting that is open to the public.

- **Procedures or rules:**
 - **The Board-approved “Policy on Conduct of Work Sessions” applies.**
- **Format for information:**
 - **Documentation distributed on January 6 will be revised and redistributed based on input received to date.**
- **Process:**
 - **Board members will discuss the conditional FY 18 Budget with the adjustments and inputs.**

Thursday, February 23, 2017

CA Board discussion and vote to approve the final FY 18 Budget revisions and annual charge rate and cap for FY 18. This is a scheduled meeting of the Board, the agenda for which will include the vote on the budget.

- **Procedures or rules:**
 - **Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.**
- **Format for information:**
 - **Documentation distributed for February 9 will be revised and redistributed based on input received to date.**
- **Process:**
 - **The Board will discuss and vote on the proposed FY 18 Budget revisions and annual charge rate and cap for FY 18.**