

WECA Administrative Task  
Timeline  
07/01/2014 forward

| <u>Month</u> | <u>ORIG CCL POOL</u>  | <u>TRADITIONAL USF</u> | <u>BOARD</u>  |
|--------------|---|------------------------|---|
| July '14     | Normal activity<br>Process June 2014 data<br>Process prior month adjustments<br>Prepare June Administrative Reports   | Normal activity        | June meeting minutes<br>July meeting agenda<br>July bulletin<br>Process June expenses<br>Hold July meeting<br>Process cash flow for June                              |
| Aug '14      | Process prior month adjustments for 2014 and<br>USF company reporting for June 2014<br>Prepare July Administrative Reports  |                        | July meeting minutes<br>August meeting agenda<br>August bulletin<br>Process July expenses<br>Hold August meeting<br>Process cash flow for July                        |
| Sept '14     | Prepare and distribute to all companies<br>final true-up information for 2013 pool year.<br>(return after Sept 30)  |                        | August meeting minutes<br>September bulletin<br>Process August expenses<br><b>No September meeting</b>  |
| Oct '14      | Begin processing 2013 final pool true-ups   |                        | October bulletin<br>Process September expenses<br><b>No October meeting</b>   |
| Nov '14      | Audit of 2012 pool year<br>Continue to process 2013 final pool true-ups<br>Process any prior month adjustments for 2014<br>Arrange for 2015/2016 Insurance coverage<br>Prepare October Administrative Reports |                        | November meeting agenda<br>November bulletin<br>Process October expenses<br>Hold November Meeting<br>Process cash flow for true-ups<br><b>Audit of 2012 pool year</b> |
| Dec '14      | Continue to process 2013 final pool true-ups  |                        | November meeting minutes<br>December bulletin<br>Process November expenses<br><b>No December meeting</b>  |

|                         |  |  |
|-------------------------|--|--|
| Jan '15                 | Continue to process 2013 final pool true-ups<br>Prepare December Administrative Reports<br>Process any pending 2014 adjustments  | January meeting agenda<br>January bulletin<br>Process December expenses<br><b>Finalize and pay 2015 insurance</b><br><b>Finalize 2012 audit report and letters</b><br>Hold January meeting<br>Process cash flow for true-ups |
| Feb '15                 | Finalize 2013 pool year adjustments  | January meeting minutes<br>February bulletin<br>Process January expenses<br><b>No February meeting</b>   |
| Mar '15                 | Process any pending 2014 adjustments<br>Prepare and distribute to all companies<br>final true-up information for 2014 pool year.<br>(return after Mar 31)<br>Prepare February Administrative Reports | March meeting agenda<br>March bulletin<br>Process February expenses<br>Hold March meeting<br>Process cash flow for true-ups  |
| Apr '15                 | Begin processing 2014 final true-ups   | March meeting minutes<br>April bulletin<br>Process March expenses<br><b>No April meeting</b>   |
| May '15                 | <b>Board &amp; Committees close 2013 pools</b><br>Continue to process 2014 final pool true-ups<br>Prepare April Administrative Reports<br><b>Prepare for 2015 WECA annual meeting</b>                | May meeting agenda<br>May bulletin<br>Process April expenses<br><b>Prepare 2014 tax return</b><br>Hold May meeting<br>Attend OTA/WITA Annual mtg   |
| June '15                | <b>Hold 2015 WECA annual meeting</b><br><b>(close 2013 pools)</b><br>Prepare May Administrative Reports<br>Continue to process 2014 final pool true-ups<br>Prepare Annual report to WUTC             | May meeting minutes<br>June meeting agenda<br>June bulletin<br>Process May expenses<br>Hold June meeting<br><b>Process final cash flow for 2013</b>  |
| 3 <sup>rd</sup> Qtr '15 | Finalize 2014 pool year adjustments<br>Board & Committees close 2014 pools<br>Prepare 3 <sup>rd</sup> Qtr Administrative Reports   | June meeting minutes<br>September meeting agenda<br>3 <sup>rd</sup> Quarter bulletin<br>Process expenses<br>Hold September Meeting   |

4<sup>th</sup> Qtr '15      Audits of 2013 & 2014 pool years  
Prepare 4th Qtr Administrative Reports

September meeting minutes  
November meeting agenda  
4<sup>th</sup> Quarter bulletin  
Process expenses  
Hold November Meeting  
**Audits of 2013 & 2014**

1<sup>st</sup> Qtr '16      Prepare for 2016 WECA annual meeting  
**Hold 2016 WECA annual meeting**  
**(close 2014 pools)**  
Prepare Final Administrative Reports  
Prepare Annual report to WUTC

Previous meeting minutes  
Meeting agendas  
1<sup>st</sup> Quarter bulletin  
**Finalize 2013 & 2014 audit reports**  
**Hold 2016 WECA annual meeting**  
**Process final cash flow for 2014**

**Other ongoing activities not listed above:**

Banking  
Bank reconciliations  
Answering Member Co. questions/providing data  
Distributions verification to Sec/Treas.  
Record consolidation/ retention/destruction  
Other misc administrative tasks  
Expense verification to WUTC

**Open Items to resolve:**

Docket function  
DDC function  
File 2015 tax return  
Dissolve Corp.  
Close Bank Accts  
Ongoing Insurance Coverage