



# CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

## ANNUAL CALENDAR

### January

- Claims Audit begins

### February

- FPPC Form 700 Filing Requests Sent Out
- PARMA Conference
- Executive Committee Meeting

### March

- Board of Directors Meeting
- Annual Meeting Room Requests
- Summary of Property Values List Review
- APD Summary of Values List Review

### April

- FPPC Form 700 Filing Deadline April 1
- Executive Committee Meeting
  - Bi-annual review of staff salaries and benefits
- Certificate of Coverage Renewals Lists Sent Out
- Requests for Nominations for President/Vice President (Bi-annually)

### May

- Annual Meeting
  - Commercial Insurance Renewals
  - Claims Audit
  - Bi-annual Staff Salaries and Benefits
  - Approve Budget
  - Bi-annual Review of Conflict of Interest Code (even numbered years)
- Return Certificate of Coverage Renewals Lists to Staff

### June

- Board of Directors Meeting
  - Bi-annual election of President and Vice President
- Certificates of Coverage Renewals mailed to certificate holders
- Requests for reimbursement of liability training expenses due by June 30

### July

- General Liability Premiums Billed
- Auto Physical Damage Program Premiums Billed
- Property Program Premiums Billed
- Boiler & Machinery Premiums Billed

## August

- Executive Committee Meeting if necessary
- Financial Audit
- Actuarial Study

## September

- Executive Committee Meeting
- CAJPA Conference
- Summary of Property Values List Review
- APD Summary of Values List Review

## October

- Board of Directors Meeting
  - Actuarial Study Presented
  - Financial Audit Presented
  - Approval of Annual Meeting and Holiday Calendars
  - Annual Review of Investment Policy

## November

- Executive Committee Meeting

## December

- Board of Directors Meeting
  - Annual Report
- Deadline for change to SIR or withdrawal from any CJPRMA program December 31