

COUNCIL OPERATING PROCEDURE
Management and Activity Cycles

9

Approved by Council: 07/10/85

Revised: 09/16/87, 04/06/95, 11/03/99, 03/11/05, 11/06/13, 04/10/14, 09/17/14, 6/28/16, 11/21/16, 9/18/17, 09/17/20, 09/18/20, 11/22/22, 7/27/2023, 10/20/2023

SCHEDULE 7. Fiscal management cycle and activities.

Month	Management Activity
<u>Five-Year Administrative Grant</u>	
First Meeting	<p>Every fifth year (following 2014); <u>At the new grant cycle,</u> Council staff prepares for the Council’s Budget Committee consideration a draft comprehensive five-year grant application that documents proposed Council priorities to be pursued in the first year of the grant together with detailed, first-year fiscal implications, and which proposes broader Council priorities to be pursued in the succeeding four years.</p>
Second Meeting	<p>Budget Committee considers, approves and forwards the five-year grant application for Council consideration. Council adopts its five-year grant application and submits to NMFS for approval.</p>
As Appropriate	<p>Council staff prepares and submits any necessary application for extension of the five-year grant with information related to financial balances and performance obligations remaining within the grant, immediately informing the Chair of the Budget Committee of the application, and briefing the Budget Committee of the circumstances at its next meeting.</p>
<u>Annual Budget</u>	
September	<p>Council Staff prepares for consideration by the Budget Committee a proposed preliminary annual budget for Council operations which documents all major aspects of the Council’s fiscal affairs and identifies balances,</p>

performance obligations, potential amounts and sources of current and future fiscal year funding, current and projected costs of activities, and addresses multi-year cash-flow needs, staffing stability and other contingencies while generally associating higher priority Council activities with secure funding sources.

- November Budget Committee modifies/approves the proposed preliminary budget and forwards recommendations to the Council for approval and provisional use beginning January 1 of the next year.
- When Appropriate At the first opportunity following Congressional appropriations, confirmation of fiscal assumptions, updates, and resolution of uncertainties contained in the preliminary annual budget, Council staff prepares updated final annual budget for Budget Committee review, approval, and forwarding to the Council for approval at the earliest opportunity, including potentially at the same meeting.

Independent Audit

- June or September (depending on timing)
Council Staff provides a report to the Budget Committee which summarizes findings of an annual, independent audit of the Council's financial practices, together with a summary of the Council's response to the audit's findings.