

CSJVRMA ANNUAL ACTIVITIES

July/August

- Program year begins July 1st
- Distribution of first quarter member contribution invoices
- Distribution and collection of renewal applications and payroll survey for Excess Workers' Compensation coverage program
- Survey of members regarding total number of employees employed during prior program year for report to office of self-insurance plans
- Executive Committee meeting held on the fourth Thursday of August

September

- Distribution of second quarter member contribution invoices

October

- Annual reports reflecting the retrospective adjustments for the Pooled Liability and Pooled Workers' Compensation Programs are issued
- Executive Committee meeting held on the fourth Thursday of October
- Board of Directors meeting held on the Friday following the fourth Thursday of October

December

- Distribution of third quarter member contribution invoices
- Distribution and collection of biannual census report
- Distribution and collection of renewal information for excess liability coverage provider

January/February

- Distribution and collection of updates to city property schedules and automobile schedules (APIP renewal)
- Distribution and collection of crime coverage renewal applications (ACIP renewal)
- Annual Executive Committee Retreat held on the fourth Thursday and Friday of January
- Executive Committee meeting held on the fourth Thursday of February

March

- Distribution of fourth quarter member contribution invoices
- Collection of Statement of Economic Interests Form 700 (due to CSJVRMA April 1st); all named primary and alternate Board members are required to file annually
- Executive Committee meeting held on the fourth Thursday of March
- Board of Directors meeting held on the Friday following the fourth Thursday of March
- Board approves preliminary budget for upcoming program year

April/May

- Distribution and collection of business travel accident program renewal information
- Executive Committee meeting held on the fourth Thursday of May

June

- Distribution and collection of biannual census report
- Executive Committee meeting held on the fourth Thursday of June
- Board of Directors meeting held on the Friday following the fourth Thursday of June
- Board approves final budget for upcoming program year