

**Financial Planning Calendar of the Association of Municipalities and Cities
of the Federation of Bosnia and Herzegovina (SOGFBiH)**

PHASE A – Work Result analysis for the previous year

December 31st	Closing of the Association's current financial year	
Until January 20th	Gathering and completing all documentation regarding revenues and expenses for previous financial year for the preparation of the Association's Financial Statement.	<i>comment:</i> activities must be harmonized with the official holidays and Secretariat of the Association
Until January 27th	Processing collected documentation and completion of the Association's Financial Statement.	<i>comment:</i> this document must be prepared by the official accountant responsible for completion of the official Financial Statement
February 28th	Deadline for submission of the official Financial Statement to relevant authorities.	<i>comment:</i> official Financial Statement must be signed by the Director of the Association

PHASE B – Presentation of the Financial Report of the Association for the Previous Year and Mid-Year Financial Analysis of the Financial Plan Implementation for the Current Year

Until March 30th	Distribution and presentation of the financial analysis and work results from previous year to all member municipalities of the Association	<i>comment:</i> Secretariat should collect members' comments and suggestions regarding financial analysis and work result
March 31st	Review of the Financial Statement for previous year by the Supervisory Committee which results in official Supervisory Committee's recommendation to Presidency.	<i>comment:</i> during the official meeting of the Supervisory Committee
April 10th	Adoption of the Associations Financial Statement with Supervisory Committee's recommendation by the Presidency of the Association.	<i>comment:</i> during the Presidency Session that should be held by the noted deadline. If that is not possible then during the first Presidency Session after the noted deadline
Until July 14th	Gathering and completing, distributing and presenting the mid-year revenue data for the current financial year to all member municipalities and comparison of results with projected results in the Financial Plan for the current financial year.	<i>comment:</i> Secretariat should collect members' comments and suggestions
July 15th	Analysis of the mid-year revenues and expenses data and comparison with projected results in the Financial Plan by the Presidency of the Association.	<i>comment:</i> during the Presidency Session that should be held by the noted deadline. If that is not possible then during the first Presidency Session after the noted deadline

PHASE C – Development and Adoption of the Financial Plan for the Following Year

Until October 30th	Development of the Financial Plan Draft for the following year.	
Until November 29th	Distribution and presentation of the Financial Plan Draft for the following year to all members of the Presidency.	<i>comment:</i> Secretariat must collect members' comments and suggestions and possibly include them in the draft of the Association's Financial Plan for following year
November 30th	Adoption of the Financial Plan for the following year by the Presidency of the Association.	<i>comment:</i> during the Presidency Session that should be held by the noted deadline. If that is not possible then during the first Presidency

		Session after the noted deadline. After adoption, Financial Plan must be distributed to all members of the Association
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PHASE D – Analysis of the Financial Plan implementation for current year and possible interventions

Until December 14th	Collecting and completing, distributing and presenting membership fee revenue data of Association for the current year to all members of the Association, as well comparison of revenue data with planned revenue outlined in the Financial Plan.	<i>comment:</i> Secretariat should collect members' comments and suggestions
December 15th	Analysis of membership fee revenue and Financial Plan for current year by the Presidency of the Association.	<i>comment:</i> during official Presidency Session
Until December 30th	Focusing on final execution and implementation of the Financial Plan of the Association.	

Note:

- a. Based on the fact that Assembly of the Association, according to the Statute of the Association of Municipalities and Cities of the Federation of Bosnia and Herzegovina, is responsible for: "Passing of the Statute of the Association and its amendments, "(Article 19. Paragraph 1.), and "Review and adoption of the End of the Year Reports and Financial Reports and Execution," (Article 19. Paragraph 8.), Financial Statement of the Association will also be reviewed during the Assembly meetings.
- b. For execution of the Financial Plan of the Association the responsible person is Director of the Association.
- c. Implementation of the Financial Planning Calendar will start in 2011 with **Phase D – Analysis of the Financial Plan implementation for current year and possible interventions.**

Sarajevo, 01.11.2011