

Administrative Timeline

April 17, 2008- Executive Committee By-Law Review

Administrative Timeline Review

April – May 16th – Development Committee/Board Retreat

Development of a strategic plan

May 1, 2008 – Finance Committee

Akaku Budget for review for FY09

Revision of FY05 audit for credit card

(requested by DCCA)

Approval of Carbonaro engagement on FY08 audit

May 16, 2008 – Akaku BOD Mtg

Akaku Budget for approval for FY09

FY05 Audit Review approval & resubmit to DCCA

Akaku Strategic Plan for approval

Approval of Carbonaro engagement on FY08 audit

June 1, 2008 – DCCA

Submittal: Operational Plan: Including

Budget for Operating funds

Budget for Capital funds

Budget Narratives

Inventory

June 30, 2008 – End of Fiscal Year FY08 - FY09 Budget in operation

June 30, 2008 – OHA Grant Due

- Grant must include:

Operational & Capital Budget

Grant Budget & Narrative

Summary of Revenue Sources

FY07 Audit

Current By-laws & Strategic Plan

July 24, 2008 – Finance Committee

Regular Meeting (CANCELLED)

July- Sept. – Carbonaro CPAs

FY08 Audit

July 11, 2008

Audit List by Carbonaro CPAs

July 11, 2008

Audit list submitted to Property Manager of Akaku Holdings LLC

July 14, 2008

Audit Schedule created

July 16-31, 2008

Administrative Director of Akaku on vacation

August 8, 2008 – BOD Mtg

Regular Board Meeting (CANCELLED)

August 14, 2008

Finance Committee Meeting

August 22, 2008

Regular Board Meeting rescheduled

August 15, 2008

Audit List submitted to new Property Manager of Akaku Holdings LLC

August 29, 2008

Pre-audit documents submitted for review such as Board Minutes & New By-Law changes

All financials under review by Administration

August 31st, 2008 – DCCA

DCCA Annual Report including:

FY08 Financials (unaudited)

Inventory

Annual Narrative & Executive Summary

Data Reports from all Departments

September 25 – Finance Committee

Review of FY08 completed audit (deferred to audit committee in October to set schedule)

Regular Finance Committee Meeting

October 2008 - Auditor

FY08 Audit Begins

Audit Committee meets

October 10, 2008 – BOD mtg

Approval of FY08 completed audit (deferred to Audit Committee)

Nominations/Elections of Board Members & Officers

October 13, 2008 – DCCA

Submittal of FY08 to the DCCA (TBA at a later date)

October 31, 2008 – BOD mtg

Annual Meeting & Party

November 2008

FY09 Quarterly audit review begins