

**ANNUAL POST ICASS COUNCIL AND BUDGET COMMITTEE MEETING SCHEDULE
UPDATED DECEMBER 28, 2009**

Below is the list of recommended meetings for post’s ICASS Council (IC) and Budget Committee (BC). This recommended calendar should be used as a planning guide for key ICASS meetings during the year. A column has been provided for post to enter their “Proposed Dates” for IC and BC meetings. Post may need to schedule additional meetings based on post-specific requirements. Chairs of the respective groups, in partnership with ICASS service providers, are responsible for setting the meeting dates and agendas. Comments or questions on this recommended meeting schedule should be sent to the ISC’s Policy Coordination and Training Team at ICASSSERVICECENTER@State.gov.

|  ICASS MEETING PLANNING SCHEDULE | | | |
|--|--|------------------------------------|-----------------------|
| When | Purpose of Meeting | Who Attends | Proposed Dates |
| June | #1 May 1 st workload counts and time allocations distributed and reviewed. Updated MOU’s /subscription of service matrix distributed. | Budget Committee | |
| September | #2 Council and Budget Committee orientation. | ICASS Council and Budget Committee | |
| October - November | #3 “Initial Budget” presented, discussed and approved. | Budget Committee | |
| November | #4 Shareholders Meeting. “Initial Budget” ratified. | ICASS Council | |
| January - March | #5 Modification approvals and Sub-cost center review. | Budget Committee | |
| February - March | #6 Performance Review: evaluation of services and service provider. | ICASS Council | |
| March - April | #7 “Final Budget” presented, discussed, and approved. | Budget Committee | |
| April | #8 “Final Budget” ratified. Status of ICASS budget and next year requirements. | ICASS Council | |

NOTE: Service Provider should distribute documents to customers at least two working days prior to meetings.

1. JUNE - WORKLOAD COUNTS AND TIME ALLOCATIONS REVIEW (BUDGET COMMITTEE)

Workload counts and time allocations are the two most important factors impacting the cost of ICASS services and, ultimately, agency invoices. They constitute the first step in the process of building the post budget for the upcoming fiscal year. This meeting is to review agency workload counts which were taken on May 1 as well as the time allocations for ICASS staff.

By June 1, the Service Provider (SP) distributes to the Budget Committee (BC) the May 1 workload counts and time allocation reports that will be used in the upcoming fiscal year. This is ideally done electronically in advance of the meeting.

- *“Workload Summary”* Report (Key report #6)
- *“Workload Summary”* Report by Agency (Key report #6 for each agency)
- *“US Citizen Hire Cost Center (Time Allocation) Worksheet”* (from USDH module)
- *“LES Position Cost Center (Time Allocation) Worksheet”* (from LE Staff module)
- MOUs/post created subscription of service matrix

SP explains and discusses the various reports:

- SP explains workload counts, distribution factors, and how they are used in calculating the agency invoices for the upcoming year.
- SP explains the significance of employee time allocations and how they interact with budgets to determine the cost of a service.
- SP identifies and explains projected resource increases or decreases. This includes a discussion of customer agency growth or reductions and what impact the related workload changes will have on ICASS resources.

Action Items:

- BC members are tasked with reviewing and approving their agency workload counts. Agency representatives meet with SP to ask questions, resolve issues, and correct workload counts. Any disputed workload counts are addressed.
- BC members are tasked with approving ICASS employee (USDH and LE Staff) time allocations by July 1. All allocations should be reviewed at least every two years to ensure they are accurate.

2. SEPTEMBER – COUNCIL AND BUDGET COMMITTEE ORIENTATION (JOINT ICASS COUNCIL AND BUDGET COMMITTEE)

The purpose of this meeting is to elect new chairs, explain roles and responsibilities to new members and provide an overview of ICASS and recent issues.

- If available, exiting ICASS Council (IC) and BC Chair, and SP briefs attendees on roles and responsibilities of the chair positions. IC Chair explains his/her role representing the interests of agencies that do not have a seat on the IC.
- New IC and BC Chairs and Vice Chairs are elected.
- Establish approximate dates of IC and BC meetings for upcoming year.
- Review and discussion of IC and BC Toolkit posted on ISC website.
- View the ICASS Training DVD posted on ISC website (www.icass.gov). Located in the right column and click on the "Training DVD".
- ICASS training provided to new members by IC, MGT and/or FMO.
- SP presents a brief status report on ICASS funding including carryover, recoveries and pending requests for:
 - Contingency funds;
 - Partial year invoices; and
 - TDY invoice submissions.

Action Items:

- Names and contact information for new IC and BC Committee Chairs, MGT, FMO and senior LE FMO should be entered into the ICASS Initial Budget Post Profile.
- Schedule IC and BC meetings for upcoming year.

3. OCTOBER/NOVEMBER –INITIAL BUDGET REVIEW (BUDGET COMMITTEE)

This meeting is scheduled 2-3 weeks prior to presenting the *"Initial Budget"* to the IC. During this meeting the BC will conduct an in-depth budget review, which includes discussion of any recommended changes to be incorporated into the budget. BC approved *"Initial Budget"*, including changes is presented to the IC for ratification in meeting #4.

The SP distributes copies of the following reports at least two days before this meeting:

- *"Budget Summary Worksheet"*
 - *"Budget by Cost Center Comparison"* compares prior year *"Final Budget"* to current *"Initial Budget"* (Comparison Report #1)
 - *"Cost Center Detail by Agency"* (Key report #1)
 - *"Agency Invoice Comparison"* compares prior year *"Final Budget"* to current year *"Initial Budget"* (Comparison report #5)
- Financial Management Office (FMO) presents current fiscal year *"Initial Budget"* to BC for discussion.
 - SP explains increases or decreases in current year compared to prior year actual costs.

- SP and BC members discuss, modify as needed, and approve the proposed “*Initial Budget*” and use of available funds.
- SP should point out changes of workload counts and time allocations from what was previously approved in July.
- BC ensures that priorities established by Council in June and in the “*Mission Strategic Plan*” (MSP) are reflected in the “*Initial Budget*”.
- SP may distribute draft copies of the “*Initial Budget*” invoices without the signature sheet for ICASS customers’ review.

Action Items:

- BC concurs and approves the “*Initial Budget*”.
- SP forwards the “*Initial Budget*” to the IC for their ratification.

4. NOVEMBER – SHAREHOLDERS MEETING: INITIAL BUDGET RATIFICATION (ICASS COUNCIL)

This meeting is to ratify the “*Initial Budget*” and present agency invoices. This meeting is held after the Budget Workshops but is also timed to allow **at least 10** working days for agencies to review and approve the invoices.

SP presents a summary report on the year just ended and the outlook for the year ahead to include comments related to the following sections in the “*Initial Budget*” *Budget Summary Worksheet*:

1. Financial Summary and Key Issues;
2. Top 3 Unfunded Priorities;
3. Use of Carryover Funds; and
4. Cost Saving Initiatives.

Action Items:

- IC ratifies the “*Initial Budget*” submission already approved by the BC.
- SP distributes “*Initial Budget*” invoices with signature sheets to ICASS customers for review and approval. Invoices for agencies without representatives at the IC meeting are forwarded to BC representative to obtain agency’s approval.
- Agency representatives must return the signed signature sheet of the “*Initial Budget Invoice*” within 10 working days of receipt.
- If applicable, “*Initial Budget*” invoice disputes are resolved or an action plan to resolve dispute is documented and acted upon.
- FMO submits approved “*Initial Budget*” to ICASS Service Center by assigned due date. Cable is sent to the ISC detailing invoices and approvers of invoices.

5. JANUARY/MARCH – MODIFICATION CRITERIA AND BUDGET METHODOLOGY REVIEW (BUDGET COMMITTEE)

This meeting is to address various budget issues.

- BC reviews cost center modifications, criteria, and documents. Reaffirms existing modifications.
- BC reviews requests for new workload modification for upcoming year and approves or denies requests.
- If applicable, SP presents requests and justifications for post specific budget methodologies (i.e. sub-cost centers, budgeting by location code, etc.)

Action Item:

- BC minutes should reflect changes to modification criteria and budgeting methodology.

6. FEBRUARY/MARCH - PERFORMANCE REVIEW: EVALUATION OF SERVICES AND SERVICE PROVIDER (ICASS COUNCIL)

This meeting is to review the provision of ICASS services and performance of the service providers. A report will be prepared by the IC Chair addressed to the Deputy Chief of Mission evaluating ICASS services and providers.

IC Chair solicits input from agency representatives on ICASS service delivery and service provider(s) performance over the past year. Reference documents may include:

- Customer Satisfaction Survey results for post;
- Uniform Service Standards; and
- Local surveys.

Action Items:

- IC Chair writes evaluation of SP(s) based on feedback from IC and submits to the DCM.

7. MARCH/APRIL - FINAL BUDGET REVIEW (BUDGET COMMITTEE)

This meeting is scheduled 2-3 weeks prior to presenting the “*Final Budget*” to the IC. During this meeting the BC will conduct an in-depth budget review, which includes discussion of any

recommended changes to be incorporated into the budget. BC approved “*Final Budget*”, including changes is presented to the IC for ratification in meeting #8.

The SP distributes copies of the following reports at least two days before this meeting:

- “*Budget Summary Worksheet*”
 - “*Budget by Cost Center Comparison*” compares current year “*Initial Budget*” to current “*Final Budget*” (Comparison Report #1)
 - “*Cost Center Detail by Agency*” (Key report #1)
 - “*Agency Invoice Comparison*” compares current year “*Initial Budget*” to current year “*Final Budget*” (Comparison report #5)
- Financial Management Office (FMO) presents current fiscal year “*Final Budget*” to BC for discussion.
 - SP explains increases or decreases in comparison to “*Initial Budget*”.
 - SP and BC members discuss, modify as needed, and arrive at consensus to approve the proposed “*Final Budget*” and use of “*Available Funds.*”
 - SP should explain any changes in workload counts and time allocations from what was previously approved.
 - BC reviews budget to ensure that priorities established by IC in previous June are reflected in the “*Final Budget*”.
 - SP may distribute draft copies of the “*Final Budget*” invoices without the signature sheet review ICASS customers for review.

Action Items:

- BC concurs with the “*Final Budget*”.
- SP forwards the “*Final Budget*” to the IC for their ratification.

8. APRIL – FINAL BUDGET REVIEW AND RATIFICATION MEETING, CURRENT YEAR WRAP-UP AND IDENTIFICATION OF PRIORITIES FOR UPCOMING FISCAL YEAR ICASS COUNCIL (ICASS COUNCIL)

This meeting has two parts. The first is to formally ratify the “*Final Budget*”. This meeting is timed to allow **at least** 10 working days for agencies to review and approve the invoices. The second part of the meeting is a briefing to focus the IC’s attention on strategic issues regarding ICASS; i.e. staffing increases, major infrastructure requests, LES wage increases, and to ensure that requests are within the limits/realities of the budget.

FINAL BUDGET REVIEW AND APPROVAL MEETING

- SP presents a summary report of the current financial status of ICASS and the outlook for the remainder of the year to include comments on:
 - Unfunded priorities;
 - Use of carryover funds;
 - Cost-saving initiatives.

Action Item for Review and Approval of Budget:

- IC ratifies the “*Final Budget*” submission already approved by the BC.
- SP distributes “*Final Budget*” invoices with signature sheets to ICASS customers for review and approval. Invoices for agencies without representatives at the IC meeting are forwarded to BC representative to obtain agency’s approval.
- Agency representatives must return the signed signature sheet of the “*Final Budget Invoice*” within 10 working days of receipt.
- If applicable, “*Final Budget*” invoice disputes are resolved or an action plan to resolve dispute is documented and acted upon.
- FMO submits approved “*Final Budget*” to ICASS Service Center by assigned due date. Cable is sent to the ISC detailing invoices and approvers of invoices.

CURRENT YEAR WRAP-UP AND IDENTIFICATION OF PRIORITIES FOR UPCOMING FISCAL YEAR

As the fiscal year closes and planning begins on the requirements budget for the coming fiscal year, the SP briefs on the current budget climate, how post has fared in the final budget process and any major outstanding issues. The briefing should focus on:

- **Top Priorities:** SP identifies what post’s top funding priorities are for the coming fiscal year and the potential impact on post operations if these requirements are not met;
- **Use of Carryover:** SP explains the projected carryover for the current year and the proposed use of this funding in the upcoming fiscal year.
- **Cost saving initiatives:** Review and discuss status of post cost savings initiatives. Identify initiatives for next fiscal year.
- **Issues:** SP briefs on and, as appropriate, seeks concurrence on new ICASS position requirements, additional space requirements, NEC planning, growth in the post’s customer base, etc.

Action Items for briefing on goals of post:

- IC and SP reach agreement on ICASS priorities for upcoming year.
- IC Chair provides the BC with a list of items that need further review or action.