



PROCEDURE REGARDING THE ADOPTION OF THE ANNUAL PLAN OF OPERATION AND BUDGET

BOARD OF DIRECTORS PROCEDURE NO. 011

1. POLICY

It is intent of the Connecticut Resources Recovery Authority (“CRRA”) to adopt an annual plan of operations (the “Annual Plan of Operations”) and annual budgets for each project and the general fund (the “Annual Budgets”) in an orderly and timely manner, while adhering to the Bylaws, contract timelines, bond indentures and incorporating business goals.

2. PROCEDURE

As authorized by *Conn. Gen. Stat.* Section 22a-268(a), the CRRA Board of Directors shall adopt an Annual Plan of Operations and Annual Budgets prior to the beginning of each fiscal year. The Annual Plan of Operations will adhere to any requirements as defined in *Conn. Gen. Stat.* Section 22a-264.

3. GUIDELINES

3.1 Development

CRRA management, under the direction of the President, shall develop draft Annual Plans of Operations which set forth the objectives of the CRRA for the next ensuing fiscal year.

Under the direction of the President, CRRA management shall develop draft Annual Budgets which set forth the financial plans of the CRRA for the next ensuing fiscal year.

3.2 Approval Process

Each draft Annual Plan of Operations shall be forwarded to the CRRA Executive Committee for comment, review and recommendations prior to its submission to the CRRA Board of Directors for review.

The Plan of Operations, if and as amended by the CRRA Executive Committee, shall be forwarded to the CRRA Board of Directors for review.

After reviewing and approving the Plan of Operations, the CRRA Board of Directors will authorize CRRA management to forward the Plan of Operations to the Commissioner of the Department of Environmental Protection for the State of Connecticut (“DEP Commissioner”) for approval.

If the DEP Commissioner does not approve the Plan of Operations, the CRRA Executive Committee and CRRA management will consult with the DEP Commissioner until a Plan of Operations is drafted that is satisfactory to all parties.

Upon approval by the DEP Commissioner, the Plan of Operations will be forwarded to the CRRA Board of Directors for adoption in accordance with the CRRA Bylaws, contract terms and bond indentures.

Each draft Annual Budget shall be forwarded to the CRRA Finance Committee for comment, review and recommendations prior to its submission to the CRRA Board of Directors for adoption.

Each Annual Budget, if and as amended by the CRRA Finance Committee, shall be forwarded to the CRRA Board of Directors for adoption in accordance with the CRRA Bylaws, contract terms and bond indentures.

3.3 Publication

Once adopted, each Annual Budget shall be sent by CRRA management to the respective participating member municipalities in a timely manner, as required by contract or bond indenture.

Once adopted, the Annual Plan of Operations shall be forwarded by CRRA management to the DEP Commissioner for approval prior to the commencement of the next ensuing fiscal year.

The adopted and approved Annual Plan of Operations shall also be posted on the CRRA internet.

3.4 Modifications

The CRRA Board of Directors, with a two-thirds vote, may change the total amount of the Annual Budgets during the course of the fiscal year when they deem necessary and if allowable by contract or bond indenture.

ORIGINAL

Approved by: Board of Directors

Effective Date: November 20, 1990

REVISION 1

Prepared by: Robert Constable
Controller

Approved by: Board of Directors

Effective Date: March 24, 2005