

WEDA Work Plan, Budget, and ED Contracting Timeline

- **January 1** – WEDA’s new annual Work Plans begin. WEDA ED provides a report of accomplishments to WEDA based on the former calendar years work; WEDA conducts an annual evaluation of the ED, recommends modifications, and makes an initial decision about renewing the ED contract. This allows for up to 6 months’ notice regarding contract renewal.
- **March/April** – WEDA Chair and ED present an income and expenditure report to date for the current financial fiscal year projecting expenses through the year, and propose the WEDA budget and assessment rate for the next financial fiscal year (July 1 – June 30) for WEDA discussion and approval.
- **May** – WEDA assessment invoices are sent to those invited to be members of WEDA based on the approved budget.
- **May/June** – ED contract for the next financial fiscal year is finalized, to begin July 1.
- **August/September** – WEDA reviews and approves the fiscal year-end budget report.
- **September/October** – WEDA and ECOP leadership and committee liaison appointments transition after the National Extension Directors & Administrators (NEDA) annual meeting.
- **November/December** – WEDA Committees and ED present the next calendar year’s draft Work Plans for discussion and approval.