


**P&O Committee Members Present:**

Lea Baechler-Brabo,            A            Brett Cook,    c    

**4. Approval of P&O Meeting Minutes: 11-15-11**

**MOTION CARRIED**



**BSEP P&O Committee Minutes – 1-10-12**  
**Adopted 1-24-12**

<b>Timeline</b>	<b>Activity</b>
	BUSD (approximately 50% of total projected revenue)
By December 15, 2010	First Interim Report (financial adjustments as of Oct 31) goes to the Board
By March 15, 2011	Second Interim Report (financial adjustments as of January 31) goes to the Board
April 2011	Second installment of BSEP tax revenue for FY 2010-11 is received by BUSD (approximately 45% of total projected revenue)
June 30, 2011	Fiscal Year ends
July-August 2011	FY 2010-11 fiscal books are closed; final BSEP revenue is estimated
August 2011	Final balance of FY 10-11 BSEP tax revenue is received (approximately 5%)

Karam said the BSEP tax revenue received from Alameda County in 2010-11 was close to what had been projected. She added that in recent years the City of Berkeley has worked diligently to review their records, update square footage data, and bill property owners accurately, including for taxes past due. She noted that in FY 2010-11 the City provided \$395,000 to BSEP, which includes an unexpected, one-time payment of \$242,000 from prior years' tax collections.

Karam noted that to be exempt from property taxes, non-profits must file an annual request with the City. Failing to do so by the deadline means t