



ESOP Administration Calendar

Task	Target Date	Actual Date	Provided By	Plan
Plan Administration Data Request Sent to Company	12/15		SES	ESOP
Census Data Sent to SES	1/20		Company	ESOP
Trust Statements Sent to SES	2/15		Trustee	ESOP
Appraiser Starts Valuation	2/16		Appraiser	ESOP
Census Questions Sent to Company	3/1		SES	ESOP
Census Answers Completed & Sent to SES	3/15		Company	ESOP
409(p) Synthetic Equity Form Completed & Sent to SES	3/16		Company	ESOP
Current Stock Valuation Sent to SES	4/30		Trustee	ESOP
Preliminary Allocation Report Completed & Sent to Company	5/15		SES	ESOP
Preliminary Allocation Review Completed & Verified	5/31		Company	ESOP
Final Reports & Participant Statements Sent to Company	6/7		SES	ESOP
Plan Audit Scheduled (for large plan filers)	6/21		Auditor	ESOP
Audit Report Issued for attachment to Form 5500	7/24		Auditor	ESOP
Form 5500 Due Date (No Extension Prepared)	7/31		SES	ESOP
Summary Annual Report (SAR) Produced	8/5		SES	ESOP
Distribute Summary Annual Report (SAR) to Participants within 2 months after 5500 Filing Due Date	9/30		Company	ESOP
Distribution & Diversification Eligibility List Sent to Verify	TBD		SES	ESOP
Distribution and Diversification Election Window Opens	TBD		Company	ESOP
Distribution and Diversification Checks Processed for Participants	TBD		Trustee	ESOP

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March						
Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
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22	23	24	25	26	27	28
29	30	31				

June						
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19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

*Dates on this calendar are subject to change dependent on when SES Advisors receives the necessary information to complete the above tasks.