

**BOARD OF FINANCE
FY 2019-2020 PROJECT LIST**

	A	B	C	D	E	F	G
1	Project Name	Task	Task Due Date	Completed Date	% Completed	Task Assignment	Notes
2	Annual Report FY 2018-2019	Appoint annual report coordinator	6/30/2019	6/10/2019	100%	BOF	Link Diwan appointed on 6/10/19
3	Annual Report FY 2018-2019	Set schedule for annual report	6/30/2019		100%	BOF	
4	Annual Report FY 2018-2019	Send out request to departments for Annual Report.	7/31/2019	7/10/2019	100%	Link Diwan/Sue Gluck	
5	Annual Report FY 2018-2019	Annual Reports due	9/30/2019		95%	Town Agencies	
6	Annual Report FY 2018-2019	Develop DRAFT procedures for the Annual Report	12/1/2019			Link Diwan	
7	Annual Report FY 2018-2019	Draft annual report complete for approval of BOF	12/9/2019			Link Diwan	
8	Annual Report FY 2018-2019	Approved annual report copy to Town Clerk and post to website	12/31/2019			Sue Gluck	
9	Audit FY 2018-2019	Appointment of auditor	6/1/2019	5/29/2019	100%	BOF	Connecticut General Statutes (C.G.S. 7-396 and 4-232)
10	Audit FY 2018-2019	Approve year end closing entries	7/31/2019			BOF	
11	Audit FY 2018-2019	Closing books/final bill payments	7/31/2019		100%	Val Garrison	
12	Audit FY 2018-2019	Continue audit coordination/planning	7/31/2019		100%	BOF/Auditors/Val Garrison	
13	Audit FY 2018-2019	pre-audit conference	8/8/2019	8/8/2019	100%	BOF/Auditors/Val Garrison	
14	Audit FY 2018-2019	Prepare Audit Documents to upload to Auditor's Portal	9/16/2019	12/5/2019	100%	Val Garrison/Sue Gluck/Dave Solin/Gay St Louis/Chandler Rose	
15	Audit FY 2018-2019	Extension Requested	11/27/2019	11/27/2019	100%	BOF/Selectman	
16	Audit FY 2018-2019	Draft Audit Review with Finance Manager/BOF Chair/BOS/CES/Superintendent	2/6/2020	2/2/2020	100%	Auditors	
17	Audit FY 2018-2019	Review draft audit report	2/10/2020			BOF	
18	Audit FY 2018-2019	Presentation by the auditors at the BOF meeting	2/10/2020			Auditors	
19	BOF Administration	Review boards goals/policies	Ongoing			BOF	
20	BOF By-Laws	Develop DRAFT by-laws	9/8/2019	9/8/2019	100%	Dick Weingart/Sue Gluck	
21	BOF By-Laws	BOF review DRAFT by-laws	9/9/2019		11/4/2019	BOF	
22	BOF By-Laws	Approve BOF By-Laws					
23	BOF Meeting Schedule	Approve schedule for calendar year 2020	12/31/2019	12/12/2019	100%	BOF	
24	BOF Member Handbook	Determine responsibilities for development of handbook	8/30/2019			BOF	
25	BOF Policies/Procedures	Identify requirements for policies/procedures	Ongoing			BOF	
26	BOF Policies/Procedures	Determine responsibilities for development of policies/procedures	Ongoing			BOF	
27	Budget FY 2020-2021	Approve town agency budget request schedule	10/7/2019		100%	BOF	
28	Budget FY 2020-2021	Draft budget policies and guidelines for review	10/7/2019	11/4/2019	100%	BOF	

**BOARD OF FINANCE
FY 2019-2020 PROJECT LIST**

	A	B	C	D	E	F	G
1	Project Name	Task	Task Due Date	Completed Date	% Completed	Task Assignment	Notes
29	Budget FY 2020-2021	Distribute budgets/letter to departments	11/21/2019	12/23/2019	100%	Val Garrison	
30	Budget FY 2020-2021	Approve budget calendar	11/28/2019			BOF	
31	Budget FY 2020-2021	Update budget template	11/28/2019	12/31/2019	100%	Val Garrison	
32	Budget FY 2020-2021	Order binders/inserts for BOF budget books	12/31/2019	1/7/2020	100%	Sue Gluck	
33	Budget FY 2020-2021	Approve and send BOE budget letter	12/31/2019	2/4/2020	100%	BOF	email & hardcopy
34	Budget FY 2020-2021	CES/PHHS budget process begins	1/31/2020			CES/PHHS	
35	Budget FY 2020-2021	Budgets due back to financial office	2/6/2020			Town Agencies	
36	Budget FY 2020-2021	Review draft revenue projections	2/28/2020			BOF	
37	Budget FY 2020-2021	Update budget template (cipdept/budget fund tax sheets)	2/28/2020			Dick Weingart/Sue Gluck	
38	Budget FY 2020-2021	Update budget template with new budgets	2/28/2020			Val Garrison	
39	Budget FY 2020-2021	Update budget template (agencies/cip plan/revenue/expense sheets)	2/28/2020		80%	Sue Gluck	
40	Budget FY 2020-2021	Schedule budget workshops	3/30/2020			BOF	
41	Budget FY 2020-2021	Post DRAFT budget online	4/1/2020			Sue Gluck	
42	Budget FY 2020-2021	Send legal notice for budget public hearing	4/30/2020			Sue Gluck	
43	Budget FY 2020-2021	Approve draft budget for public hearing	4/30/2020			BOF	
44	Budget FY 2020-2021	Approve final budget after public hearing	4/30/2020			BOF	
45	Budget FY 2020-2021	Set mill rate & communicate to tax collector	5/31/2020			BOF	
46	Budget FY 2020-2021	Approve revenue budget & communicate to tax collector	5/31/2020			BOF	
47	Budget FY 2020-2021	Submit budget and supplementary data to OPM	6/20/2020			Sue Gluck	
48	Budget FY 2020-2021	Send tax collection budget to tax collector	6/30/2020			BOF	
49	Budget FY 2020-2021	Municipal Budget Database form and Final Approved Town Budget	7/30/2020			Dick Weingart/Sue Gluck	CGS 7-406B
50	Budget FY 2020-2021	Town agency budget presentations	2/xx/2020			Town Agencies	
51	Budget FY 2020-2021	Town agency budget presentations	3/xx/2020			Town Agencies	
52	Budget FY 2020-2021	Review draft revenue projections	3/xx/2020			BOF	
53	Budget FY 2020-2021	Board of Selectmen budget presentation	3/xx/2020			Bill Rose/Joe Pinto	
54	Budget FY 2020-2021	Board of Education budget presentation	3/xx/2020			Ken Henrici	
55	Budget FY 2020-2021	Budget public hearing	4/xx/2020			BOF	
56	Budget FY 2020-2021	Budget workshops	4/xx/2020			BOF	
57	Budget FY 2020-2021	Annual Town budget meeting	5/xx/2020			Legislative Body	
58	Budget FY 2020-2021	Annual Town budget meeting - referendum	5/xx/2020			Legislative Body	
59	CCM Annual Conference	Determine BOF attendees, submit registrations	10/1/2019	10/1/2019	100%	BOF	
60	CCM Annual Conference	CCM Annual Conference	10/30/2019	10/30/2019	100%	BOF	
61	CIP 2021-2025	Send CIP request letter to departments	10/31/2019	11/4/2019	100%	Sue Gluck	

**BOARD OF FINANCE
FY 2019-2020 PROJECT LIST**

	A	B	C	D	E	F	G
1	Project Name	Task	Task Due Date	Completed Date	% Completed	Task Assignment	Notes
62	CIP 2021-2025	Schedule first CIP committee meeting to meet in early December	10/31/2019	10/31/2019	100%	Sue Gluck	date set 12/12/19
63	CIP 2021-2025	First meeting	12/12/2019	12/12/2019	100%	CIP Committee	
64	CIP 2021-2025	Second CIP meeting	1/23/2020	1/23/2020	100%	CIP Committee	
65	CIP 2021-2025	Third CIP meeting	2/xx/2020			CIP Committee	
66	CIP 2021-2025	Final CIP meeting	3/xx/2020			CIP Committee	
67	COST Annual Conference	Determine BOF attendees, submit registrations	12/31/2019	1/31/2020	100%	BOF	
68	COST Annual Conference	Cost Annual Conference	2/19/2020		20%	BOF	Registrations done
69	COST Wrap-Up Conference	COST Wrap-Up Conference	6/xx/2020		60%	BOF	
70	Election of Officers	Elections of BOF officers - after municipal election	12/31/2019	12/9/2019	100%	BOF	
71	Fiscal Year Closeout	Budget transfers from Town meeting	6/30/2020		60%	BOF/Val Garrison	
72	Fiscal Year Closeout	Capitol Fund Transfer	6/30/2020		60%	BOF/Val Garrison	
73	Fiscal Year Closeout	Set-up new fiscal year budgets	6/30/2020		60%	BOF	
74	OPM Municipal Spending Cap	Adopted Budget Expenditures & Municipal Population form to OPM	2/11/2020				CGS 4-661 section H I (2.5+ increase in spending) extension?
75	Tax Collector	Statement of State Assistance for Tax Collector	5/31/2020		50%	BOF	
76	Uniform Chart of Accounts Annual Report FY 2020	Send Annual report to OPM - yearly	1/30/2019			Val Garrison	
77	Uniform Chart of Accounts Annual Report FY 2020	Submit notification to OPM town official assigned to submit annual report	9/15/2019		100%	Sue Gluck	Extension granted until 3/2/20
78	Uniform Chart of Accounts Annual Report FY 2020	Extension Requested	12/4/2019	12/4/2019	100%	Sue Gluck	
79	Uniform Chart of Accounts Annual Report FY 2020	Submit 30 day extension	12/4/2019	12/4/2019	100%	Sue Gluck	extension until 3/2/20