

BOARD OF FINANCE
FY 2021-2022 PROJECT LIST

	A	B	C	D	E	F	G	H
1	Next Fiscal Year	FY 2022-2023						
2	Current Fiscal Year	FY 2021-2022						
3	Previous Fiscal Year	FY 2020-2021						
4								
5	Project Name	Fiscal Year	Task	BOF Agenda Month	Task Due Date	Completed Date	Task Assignment	Notes
6	Audit	FY 2020-2021	Appointment of auditor (FHMS)	May/June	5/31/2021	6/14/2021	BOF	Connecticut General Statutes (C.G.S. 7-
7	Annual Report	FY 2020-2021	Appoint annual report coordinator	July	7/12/2021	7/12/2021	BOF	
8	Annual Report	FY 2020-2021	Approve annual report request letter and agency template	July	7/12/2021	7/12/2021	BOF	
9	Annual Report	FY 2020-2021	Set schedule for annual report	July	7/12/2021	8/9/2021	BOF	
10	Annual Report	FY 2020-2021	Send out request to departments for Annual Report.	July/August	7/30/2021	8/30/2021	BOF/Sue K	
11	Audit	FY 2020-2021	Engagement letter; Sign & return	n/a	7/31/2021	8/7/2021	Auditor/1st Selectman/BOF Chair	
12	Audit	FY 2020-2021	PBC (Provided by Client) List distributed to all depts	n/a	7/31/2021	8/18/2021	Auditor/BOF Chair	
13	Audit	FY 2020-2021	Pre-audit conference	August	8/17/2021	8/17/2021	BOF/Auditors/Val Garrison	
14	Audit	FY 2020-2021	Notify town and school staff of audit upload and field work start date	n/a	8/30/2021	3/14/2021	BOF Chair	
15	Audit	FY 2020-2021	Approve year end budget transfers	July/August	8/31/2021	8/9/2021	BOF/Val G	
16	Audit	FY 2020-2021	Closing books/final bill payments	n/a	8/31/2021	10/1/2021	Val Garrison	
17	Annual Report	FY 2020-2021	Annual Reports due	n/a	9/30/2021	See status report.	Town Agencies	
18	Audit	FY 2020-2021	Prepare Audit Documents to upload to Auditor's Portal	n/a	9/30/2021	10/18/2021	Val Garrison/Sue Krodel/Jobina Miller/Zayne Ring/Chandler Rose	
19	Audit	FY 2020-2021	Continue audit coordination/planning/field work	n/a	9/30/2021	9/30/2021	BOF/Auditors/Val Garrison	
20	Audit	FY 2020-2021	Begin audit field work	n/a	10/4/2021	10/18/2021	Auditors/Val Garrison	
21	Audit	FY 2020-2021	Continue audit coordination/planning/field work	n/a	10/31/2021	Ongoing.	BOF/Auditors/Val Garrison	11/03-Going well to this date.
22	Budget	FY 2022-2023	Approve town budget calendar (summary)	October/November	10/31/2021	In Progress.	BOF	12/13-Third draft.
23	Budget	FY 2022-2023	Draft budget request letter, policies, and guidelines for review	October/November	10/31/2021	10/13/2021	BOF	
24	Budget CIP 2023-2027	FY 2022-2023	Schedule first CIP committee meeting to meet in early December	October	10/31/2021	11/23/2021	Sue Krodel	Sched for 12/15/2021.
25	Budget CIP 2023-2027	FY 2022-2023	Send CIP request letter to Town agencies	October	10/31/2021	11/2/2021	Sue Krodel	
26	Budget	FY 2022-2023	Approve request letter, budget policies, and guidelines	October/November	11/15/2021	In Progress.	BOF	Scheduled for 12/13 BOF meeting.
27	Audit	FY 2020-2021	Continue audit coordination/planning/field work	n/a	11/30/2021	11/30/2021	BOF/Auditors/Val Garrison	
28	BOF Meeting Schedule	FY 2021-2022	Approve meeting schedule for calendar year 2022	n/a	11/30/2021	11/8/2021	BOF	11/08-First draft.
29	Budget	FY 2022-2023	Distribute budgets/letter to departments	n/a	11/30/2021	In Progress.	Val Garrison/Sue Krodel	
30	Audit	FY 2020-2021	AUDIT-First draft audit report to Town.	n/a	12/3/2021	12/2/2021	Auditors	Received 12/02/2021.
31	BOF Election of Officers	FY 2021-2022	Elections of BOF officers - after municipal election	December	12/13/2021		BOF	Election years only, following local election.
32	OPM FHMS data report.	FY 2019-20	Report selected data from FY 2019-20 Audit (FHMS)	n/a	12/15/2021	In Progress.	BOF/TREAS/FIN/RSD11	Extension granted to 01/21/2022.
33	Budget CIP 2023-2027	FY 2022-2023	First CIP Committee meeting held	December	12/15/2021	11/23/2021	CIP Comm.	Sched for 12/15/2021.
34	Audit	FY 2020-2021	AUDIT-1st draft audit report returned to auditor with comments.	n/a	12/20/2021	In Progress.	BOF/V Garrison/J Miller	
35	Audit	FY 2020-2021	AUDIT Extension requested (if needed) (FHMS)	n/a	12/31/2021	12/8/2021	BOF/Selectman/Auditor	Extension granted to 01/31/2022.
36	Audit	FY 2020-2021	2nd Draft Audit Review with Finance Manager/BOF Chair/BOS/CES/Supt	n/a	12/31/2021		Auditors	

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37	BOF Bylaws	FY 2021-2022	Review current BOF Bylaws	December	12/31/2021		BOF	Election years only; following local election.
38	Budget	FY 2022-2023	Approve and send BOE budget letter	December	12/31/2021	Postpone to January.	BOF	
39	Budget	FY 2022-2023	Update EXPENSE BUDGET template	n/a	12/31/2021		Val Garrison/Sue Krodel	email & hardcopy
40	CCM Workshops for newly elected officials	FY 2021-2022	Determine BOF attendees, submit registrations	December	12/31/2021		BOF	Year following local elections.
41	COST Annual Conference	FY 2021-2022	Determine BOF attendees, submit registrations	December	12/31/2021		BOF	
42	Uniform Chart of Accounts Annual Report FY 2022	FY 2021-2022	Submit 30 day extension (Replaced by FHMS)	n/a	12/31/2021	CANCELLED	Sue Krodel	
43	Audit	FY 2020-2021	Presentation by the auditors and BOF approval	January	1/10/2022		Auditors/BOF	
44	BOF By-Laws	FY 2021-2022	Update current BOF Bylaws	January	1/10/2022		BOF	
45	Audit	FY 2020-2021	Mangement Representation Letter - return to Auditor	n/a	1/14/2022		BOF/BOS/Sue/Val	
46	OPM FHMS data report	FY 2019-20	Report selected data from FY 2019-20 Audit (FHMS)	n/a	1/21/2022		BOF/TREAS/FIN/RSD11	Extrenson granted to 01/21/2022.
47	Uniform Chart of Accounts Annual Report FY 2022	FY 2021-2022	Send Annual report to OPM - yearly (Replaced by FHMS)	n/a	1/30/2022	CANCELLED	Val Garrison	
48	Audit	FY 2020-2021	Submit final audit to OPM (FHMS)	n/a	1/31/2022		Auditors/BOF	
49	Budget	FY 2022-2023	CES/PHHS budget process begins	n/a	1/31/2022		CES/PHHS	
50	Budget	FY 2022-2023	Budgets due back to financial office		2/10/2022		Town Agencies	
51	Annual Report	FY 2020-2021	Draft annual report complete for approval of BOF		2/14/2022		Sue K	
52	Annual Report	FY 2020-2021	Annual Report approved by BOF		2/14/2022		BOF	
53	BOF Bylaws	FY 2021-2022	Approve updated Bylaws		2/14/2022		BOF	
54	Annual Report	FY 2020-2021	Approved annual report copy to Town Clerk and post to website		2/28/2022		Sue K	
55	Annual Report	FY 2020-2021	Develop DRAFT procedures for the Annual Report		2/28/2022		Peter H/Sue K	
56	Budget	FY 2022-2023	Review draft revenue projections		2/28/2022		BOF	
57	Budget	FY 2022-2023	Update budget template (agencies/cip plan/revenue/expense sheets)		2/28/2022		Sue Krodel	
58	Budget	FY 2022-2023	Update budget template (cipdept/budget fund tax sheets)		2/28/2022		Dick Weingart/Sue Krodel	
59	Budget	FY 2022-2023	Update budget template with new budgets		2/28/2022		Val Garrison	
60	Budget	FY 2022-2023	Schedule budget workshops		3/30/2022		BOF	
61	Budget	FY 2022-2023	Post DRAFT budget online		4/1/2022		Sue Krodel	
62	Budget	FY 2022-2023	Send legal notice for budget public hearing		4/1/2022		Dick Weingart/Sue Krodel	
63	Budget	FY 2022-2023	Approve draft budget for public hearing		4/30/2022		BOF	
64	Budget	FY 2022-2023	Approve final budget after public hearing		4/30/2022		BOF	
65	Budget	FY 2022-2023	Approve revenue budget & communicate to tax collector		5/31/2022		BOF/Dick Weingart	
66	Budget	FY 2022-2023	Set mill rate & communicate to tax collector		5/31/2022		BOF/Dick Weingart	
67	Budget Tax Collector	FY 2022-2023	Statement of State Assistance for Tax Collector		5/31/2022		BOF	
68	Budget OPM	FY 2022-2023	Submit budget and supplementary data to OPM		6/20/2022		Diana Alvarez	
69	Budget Tax Collector	FY 2022-2023	Send tax collection budget to tax collector		6/30/2022		BOF	
70	Fiscal Year Closeout	FY 2021-2022	Budget transfers from Town meeting		6/30/2022		BOF/Val Garrison	
71	Fiscal Year Closeout	FY 2021-2022	Capitol Fund Transfer		6/30/2022		BOF/Val Garrison	
72	Fiscal Year Closeout	FY 2021-2022	Set-up new fiscal year budgets		6/30/2022		BOF	
73	Budget	FY 2022-2023	Municipal Budget Database form and Final Approved Town Budget		7/30/2022		Diana Alvarez	CGS 7-406B
74	CCM Annual Conference	FY 2021-2022	Determine BOF attendees, submit registrations		10/1/2022		BOF	
75	Budget CIP 2023-2027	FY 2022-2023	Second CIP meeting		1/xx/2022		CIP Committee	
76	CCM Annual Conference	FY 2021-2022	CCM Annual Conference		10/xx/2022		BOF	
77	Budget CIP 2023-2027	FY 2022-2023	First meeting		12/xx/2021		CIP Committee	

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78	Budget	FY 2022-2023	Town agency budget presentations		2/xx/2022		Town Agencies	
79	Budget CIP 2023-2027	FY 2022-2023	Third CIP meeting		2/xx/2022		CIP Committee	
80	Budget OPM Municipal Spending Cap	FY 2022-2023	Adopted Budget Expenditures & Municipal Population form to OPM		2/xx/2022		Diana Alvarez	CGS 4-661 section H I (2.5+ increase in spending)
81	COST Annual Conference	FY 2021-2022	Cost Annual Legislative Conference		2/xx/2022		BOF	
82	Budget	FY 2022-2023	Board of Education budget presentation		3/xx/2022		Ken Henrici	
83	Budget	FY 2022-2023	Board of Selectmen budget presentation		3/xx/2022		Board of Selectmen	
84	Budget	FY 2022-2023	Review draft revenue projections		3/xx/2022		BOF	
85	Budget	FY 2022-2023	Town agency budget presentations		3/xx/2022		Town Agencies	
86	Budget CIP 2023-2027	FY 2022-2023	Final CIP meeting		3/xx/2022		CIP Committee	
87	Budget	FY 2022-2023	Budget public hearing		4/xx/2022		BOF	
88	Budget	FY 2022-2023	Budget workshops		4/xx/2022		BOF	
89	Budget	FY 2022-2023	Annual Town budget meeting		5/xx/2022		Legislative Body	
90	Budget	FY 2022-2023	Annual Town budget meeting - referendum		5/xx/2022		Legislative Body	
91	COST Wrap-Up Conference	FY 2021-2022	COST Wrap-Up Legislative bConference		6/xx/2022		BOF	
92	Uniform Chart of Accounts Annual Report FY 2022	FY 2021-2022	Submit notification to OPM town official assigned to submit annual report		9/xx/2021		Sue Krodel	
93	BOF Administration	Ongoing	Review Board goals/policies		Ongoing		BOF	
94	BOF Member Handbook	Ongoing	Determine responsibilities for development of handbook		Ongoing		BOF	
95	BOF Policies/Procedures	Ongoing	Determine responsibilities for development of policies/procedures		Ongoing		BOF	
96	BOF Policies/Procedures	Ongoing	Identify requirements for policies/procedures		Ongoing		BOF	
97	Budget	FY 2022-2023	Order binders/inserts for BOF budget books		TBD		Sue Krodel	
98								