

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	31 May 2021	6/14/2021	BOF	Connecticut General Statutes (C.G.S. 7-
7	Annual Report	FY 2020-2021	Appoint annual report coordinator	July	12 Jul 2021	7/12/2021	BOF	
8	Annual Report	FY 2020-2021	Approve annual report request letter and agency template	July	12 Jul 2021	7/12/2021	BOF	
9	Annual Report	FY 2020-2021	Set schedule for annual report	July	12 Jul 2021	8/9/2021	BOF	
10	Annual Report	FY 2020-2021	Send out request to departments for Annual Report.	July/August	30 Jul 2021	8/30/2021	BOF/Sue K	
11	Audit	FY 2020-2021	Engagement letter; Sign & return	n/a	31 Jul 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	31 Jul 2021	8/18/2021	Auditor/BOF Chair	
13	Audit	FY 2020-2021	Pre-audit conference	August	17 Aug 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 dates.	n/a	30 Aug 2021	3/14/2021	BOF Chair	
15	Audit	FY 2020-2021	Approve year end budget transfers	July/August	31 Aug 2021	8/9/2021	BOF/Val G	
16	Audit	FY 2020-2021	Closing books/final bill payments	n/a	31 Aug 2021	10/1/2021	Val Garrison	
17	Uniform Chart of Accounts Annual Report FY 2022	FY 2021-2022	Submit notification to OPM town official assigned to submit annual report		01 Sep 2021	CANCELLED	Sue Krodel	
18	Annual Report	FY 2020-2021	Annual Reports due	n/a	30 Sep 2021	See status report.	Town Agencies	
19	Audit	FY 2020-2021	Prepare Audit Documents to upload to Auditor's Portal	n/a	30 Sep 2021	10/18/2021	Val Garrison/Sue Krodel/Jobina Miller/Zayne Ring/Chandler Rose	
20	Audit	FY 2020-2021	Continue audit coordination/planning/field work	n/a	30 Sep 2021	9/30/2021	BOF/Auditors/Val Garrison	
21	Audit	FY 2020-2021	Begin audit field work	n/a	04 Oct 2021	10/18/2021	Auditors/Val Garrison	
22	Audit	FY 2020-2021	Continue audit coordination/planning/field work	n/a	31 Oct 2021	Ongoing.	BOF/Auditors/Val Garrison	11/03-Going well to this date.
23	Budget CIP 2023-2027	FY 2022-2023	Schedule first CIP committee meeting to meet in early December	October	31 Oct 2021	11/23/2021	Sue Krodel	Sched for 12/15/2021.
24	Budget CIP 2023-2027	FY 2022-2023	Send CIP request letter to Town agencies	October	31 Oct 2021	11/2/2021	Sue Krodel	
25	Budget	FY 2022-2023	Approve town budget calendar (summary)	October/	31 Oct 2021	12/20/2021	BOF	12/13-Third draft.
26	Budget	FY 2022-2023	Draft budget request letter, policies, and guidelines for review	October/ November	31 Oct 2021	10/13/2021	BOF	
27	Budget	FY 2022-2023	Approve Town Agency Budget request letter, budget policies, and guidelines	October/ November	15 Nov 2021	12/20/2021	BOF	Scheduled for 12/13 BOF meeting.
28	Audit	FY 2020-2021	Continue audit coordination/planning/field work	n/a	30 Nov 2021	11/30/2021	BOF/Auditors/Val Garrison	
29	BOF Meeting Schedule	FY 2021-2022	Approve meeting schedule for calendar year 2022	n/a	30 Nov 2021	11/8/2021	BOF	11/08-First draft.
30	Budget	FY 2022-2023	Distribute budgets/letter to departments	n/a	30 Nov 2021	12/23/2021	Val Garrison/Sue Krodel	
31	Audit	FY 2020-2021	AUDIT-First draft audit report to Town.	n/a	03 Dec 2021	12/2/2021	Auditors	Received 12/02/2021.
32	BOF Election of Officers	FY 2021-2022	Elections of BOF officers - after municipal election	December	13 Dec 2021	12/20/2021	BOF	Election years only; following local election.
33	Budget CIP 2023-2027	FY 2022-2023	First CIP Committee meeting held	December	15 Dec 2021	12/15/2021	CIP Comm.	
34	OPM FHMS data report.	FY 2019-20	Report selected data from FY 2019-20 Audit (FHMS)	n/a	15 Dec 2021	Postpone to January.	BOF/TREAS/FIN/RSD11	Extension granted to 01/21/2022.
35	Audit	FY 2020-2021	AUDIT-1st draft audit report returned to auditor with comments.	n/a	20 Dec 2021	1/10/2022	BOF/V Garrison/J Miller	Update: email to be sent to auditor
36	BOF Bylaws	FY 2021-2022	Review current BOF Bylaws	December	31 Dec 2021	Postpone to January.	BOF	Election years only; following local election.
37	Budget	FY 2022-2023	Approve and send BOE/CES budget letter	December	31 Dec 2021	Postpone to January.	BOF	
38	CCM Workshops for newly elected officials	FY 2021-2022	Determine BOF attendees, submit registrations	December	31 Dec 2021	n/a	BOF	Year following local elections.
39	COST Annual Conference	FY 2021-2022	Determine BOF attendees, submit registrations	December	31 Dec 2021	12/20/2022 & 01/13/2022	BOF	

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40	Audit	FY 2020-2021	AUDIT Extension requested (if needed) (FHMS)	n/a	31 Dec 2021	12/8/2021	BOF/Selectman/Auditor	Extrension granted to 01/31/2022.
41	Audit	FY 2020-2021	2nd Draft Audit Review with Finance Manager/BOF Chair/BOS/CES/Supt	n/a	31 Dec 2021	Postpone to January.	Auditors	
42	Uniform Chart of Accounts Annual Report FY 2022	FY 2021-2022	Submit 30 day extension (Replaced by FHMS)	n/a	31 Dec 2021	CANCELLED	Sue Krodel	Replaced by the FHMS
43	Budget	FY 2022-2023	Update EXPENSE BUDGET template	n/a	31 Dec 2021	12/20/2021	Val Garrison/Sue Krodel	email & hardcopy
44	Audit	FY 2020-2021	Presentation by the auditors and BOF approval	January	10 Jan 2022	Postpone to late January.	Auditors/BOF	
45	BOF By-Laws	FY 2021-2022	Review/Update current BOF Bylaws	January	10 Jan 2022		BOF	
46	OPM FHMS data report	FY 2019-20	Report selected data from FY 2019-20 Audit (FHMS)	n/a	21 Jan 2022		BOF/TREAS/FIN/RSD11	Extrension 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	30 Jan 2022	CANCELLED	Val Garrison	Replaced by the FHMS
48	Audit	FY 2020-2021	Mangement Representation Letter - return to Auditor	n/a	31 Jan 2022		BOF/BOS/Sue/Val	
49	Audit	FY 2020-2021	Submit final audit to OPM (FHMS)	n/a	31 Jan 2022		Auditors/BOF	
50	Budget	FY 2022-2023	CES/PHHS budget process begins	n/a	31 Jan 2022		CES/PHHS	
51	Budget	FY 2022-2023	Update budget template (cipdept/budget fund tax sheets)	n/a	31 Jan 2022		Sue Krodel	
52	Budget OPM Municipal Spending Cap	FY 2022-2023	Adopted Budget Expenditures & Municipal Popluation form to OPM	n/a	01 Feb 2022		Diana Alvarez	CGS 4-661 section H I (2.5+ increase in spending)
53	COST Annual Conference	FY 2021-2022	Cost Annual Legislative Conference	February	08 Feb 2022		BOF	
54	Budget	FY 2022-2023	Budgets due back to financial office	n/a	10 Feb 2022		Town Agencies	
55	BOF Bylaws	FY 2021-2022	Approve updated Bylaws	February	14 Feb 2022		BOF	
56	Annual Report	FY 2020-2021	Draft annual report complete for approval of BOF	n/a	14 Feb 2022		Sue K	
57	Annual Report	FY 2020-2021	Annual Report approved by BOF		14 Feb 2022		BOF	
58	Budget CIP 2023-2027	FY 2022-2023	Second CIP meeting		15 Feb 2022	Postpone to February.	CIP Committee	
59	Budget	FY 2022-2023	Review draft revenue projections	February	28 Feb 2022		BOF	
60	Budget	FY 2022-2023	Review draft revenue projections	Febvruary	28 Feb 2022		BOF	
61	Budget	FY 2022-2023	Update budget template (agencies/cip plan/revenue/expense sheets)	n/a	28 Feb 2022		Sue Krodel/Dick Weingart	
62	Annual Report	FY 2020-2021	Approved annual report copy to Town Clerk and post to website	n/a	28 Feb 2022		Sue K	
63	Annual Report	FY 2020-2021	Develop DRAFT procedures for the Annual Report	n/a	28 Feb 2022		Peter H/Sue K	
64	Budget	FY 2022-2023	Update budget template with new budgets	n/a	28 Feb 2022		Val Garrison	
65	Budget	FY 2022-2023	Board of Selectmen budget presentation	March	14 Mar 2022		Board of Selectmen/BOF	
66	Budget	FY 2022-2023	Board of Education budget presentation	March	21 Mar 2022		BOE/Supt/Principal/BOF	
67	Budget	FY 2022-2023	Schedule budget workshops	March/April	21 Mar 2022		BOF	
68	Budget	FY 2022-2023	Approve draft budget for public hearing	March	28 Mar 2022		BOF	
69	Annual Report	FY 2020-2021	Annual Report procedures approved by BOF	March	31 Mar 2022		BOF	
70	Budget	FY 2022-2023	Post DRAFT budget online	March	01 Apr 2022		Sue Krodel	
71	Budget	FY 2022-2023	Send legal notice for budget public hearing	March	01 Apr 2022		Dick Weingart/Sue Krodel	
72	Budget	FY 2022-2023	Budget public hearing	March	01 Apr 2022		BOF	
73	Budget	FY 2022-2023	Budget workshops	March/April	01 Apr 2022		BOF	
74	Budget	FY 2022-2023	Approve final budget after public hearing	April	30 Apr 2022		BOF	
75	Budget	FY 2022-2023	Annual Town budget meeting	May	01 May 2022		Legislative Body	
76	Budget	FY 2022-2023	Annual Town budget meeting - referendum	May	01 May 2022		Legislative Body	
77	Budget	FY 2022-2023	Approve revenue budget & communicate to tax collector	May	31 May 2022		BOF/Dick Weingart	
78	Budget	FY 2022-2023	Set mill rate & communicate to tax collector	May	31 May 2022		BOF/Dick Weingart	
79	Budget Tax Collector	FY 2022-2023	Statement of State Assistance for Tax Collector	n/a	31 May 2022		BOF	
80	COST Wrap-Up Conference	FY 2021-2022	COST Wrap-Up Legislative bConference	May	01 Jun 2022		BOF	

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81	Budget OPM	FY 2022-2023	Submit budget and supplementary data to OPM	n/a	20 Jun 2022		Diana Alvarez	
82	Fiscal Year Closeout	FY 2021-2022	Capitol Fund Transfer	June/July	30 Jun 2022		BOF/Val Garrison	
83	Budget Tax Collector	FY 2022-2023	Send tax collection budget to tax collector	n/a	30 Jun 2022		BOF	
84	Fiscal Year Closeout	FY 2021-2022	Budget transfers from Town meeting	n/a	30 Jun 2022		BOF/Val Garrison	
85	Fiscal Year Closeout	FY 2021-2022	Set-up new fiscal year budgets		30 Jun 2022		VG	
86	Budget	FY 2022-2023	Municipal Budget Database form and Final Approved Town Budget		30 Jul 2022		Diana Alvarez	CGS 7-406B
87	CCM Annual Conference	FY 2021-2022	Determine BOF attendees, submit registrations	September	01 Oct 2022		BOF	
88	CCM Annual Conference	FY 2021-2022	CCM Annual Conference	September	01 Oct 2022		BOF	
89	BOF Administration	Ongoing	Review Board goals/policies	June/July	Ongoing		BOF	
90	BOF Member Handbook	Ongoing	Determine responsibilities for development of handbook	n/a	Ongoing		BOF	
91	BOF Policies/Procedures	Ongoing	Identify requirements for policies/procedures	n/a	Ongoing		BOF	
92	BOF Policies/Procedures	Ongoing	Determine responsibilities for development of policies/procedures	n/a	Ongoing		BOF	
93	Budget	FY 2022-2023	Order binders/inserts for BOF budget books	n/a	TBD		Sue Krodel	
94	Budget	FY 2022-2023	Town agency budget presentations	TBD	TBD		Town Agencies	
95	Budget CIP 2023-2027	FY 2022-2023	Third CIP meeting		TBD		CIP Committee	
96	Budget CIP 2023-2027	FY 2022-2023	Final CIP meeting		TBD		CIP Committee	
97								