

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	Task Due	Completed	% Completed	Task Assignment	Notes
6	Audit	FY 2020-2021	Appointment of auditor	5/31/2021	6/14/2021	100%	BOF	Connecticut General Statutes (C.G.S. 7-
7	Annual Report	FY 2020-2021	Appoint annual report coordinator	7/12/2021	7/12/2021		BOF	
8	Annual Report	FY 2020-2021	Set schedule for annual report	7/12/2021			BOF	
9	Annual Report	FY 2020-2021	Send out request to departments for Annual Report.	7/30/2021			BOF/Sue K	
10	Audit	FY 2020-2021	Engagement letter; Sign & return	7/31/2021	8/7/2021		Auditor/1st Selectman/BOF Chair	
11	Audit	FY 2020-2021	PBC (Provided by Client) List distributed to all depts	7/31/2021			Auditor/BOF Chair	
12	Audit	FY 2020-2021	Pre-audit conference	8/17/2021			BOF/Auditors/Val Garrison	
13	Audit	FY 2020-2021	Approve year end budget transfers	8/31/2021			Val G/BOF	
14	Audit	FY 2020-2021	Closing books/final bill payments	8/31/2021			Val Garrison	
15	Audit	FY 2020-2021	Prepare Audit Documents to upload to Auditor's Portal	9/16/2021			Val Garrison/Sue Krodel/Jobina	
16	Annual Report	FY 2020-2021	Annual Reports due	9/30/2021			Town Agencies	
17	Audit	FY 2020-2021	Continue audit coordination/planning	10/31/2021			BOF/Auditors/Val Garrison	
18	Budget	FY 2022-2023	Approve town agency budget request schedule	10/31/2021			BOF	
19	Budget	FY 2022-2023	Draft budget policies and guidelines for review	10/31/2021			BOF	
20	Budget CIP 2023-2027	FY 2022-2023	Schedule first CIP committee meeting to meet in early December	10/31/2021			Sue Krodel	
21	Budget CIP 2023-2027	FY 2022-2023	Send CIP request letter to departments	10/31/2021			Sue Krodel	
22	Budget	FY 2022-2023	Approve budget calendar	11/28/2021			BOF	
23	BOF Meeting Schedule	FY 2021-2022	Approve schedule for calendar year 2022	11/30/2021			BOF	
24	Budget	FY 2022-2023	Distribute budgets/letter to departments	11/30/2021			Val Garrison/Sue Krodel	
25	Budget	FY 2022-2023	Update budget template	11/30/2021			Val Garrison	
26	BOF Election of Officers	FY 2021-2022	Elections of BOF officers - after municipal election	12/13/2021			BOF	Election years only; following local election.
27	Audit	FY 2020-2021	Extension Requested	12/31/2021			BOF/Selectman	
28	BOF By-Laws	FY 2021-2022	Review current Bylaws	12/31/2021			BOF	Election years only; following local election.
29	Budget	FY 2022-2023	Approve and send BOE budget letter	12/31/2021			BOF	email & hardcopy
30	COST Annual Conference	FY 2021-2022	Determine BOF attendees, submit registrations	12/31/2021			BOF	

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31	Uniform Chart of Accounts Annual Report FY 2022	FY 2021-2022	Submit 30 day extension	12/31/2021			Sue Krodel	
32	BOF By-Laws	FY 2021-2022	Update current Bylaws	1/10/2022			BOF	
33	Uniform Chart of Accounts Annual Report FY 2022	FY 2021-2022	Send Annual report to OPM - yearly	1/30/2022			Val Garrison	
34	Audit	FY 2020-2021	Draft Audit Review with Finance Manager/BOF	1/31/2022			Auditors	
35	Budget	FY 2022-2023	Budgets due back to financial office	1/31/2022			Town Agencies	
36	Budget	FY 2022-2023	CES/PHHS budget process begins	1/31/2022			CES/PHHS	
37	Annual Report	FY 2020-2021	Draft annual report complete for approval of BOF	2/14/2022			Sue K	
38	Annual Report	FY 2020-2021	Annual Report approved by BOF	2/14/2022			BOF	
39	Audit	FY 2020-2021	Presentation by the auditors at the BOF meeting	2/14/2022			Auditors	
40	Audit	FY 2020-2021	Review draft audit report	2/14/2022			BOF	
41	BOF By-Laws	FY 2021-2022	Approve updated Bylaws	2/14/2022			BOF	
42	Annual Report	FY 2020-2021	Approved annual report copy to Town Clerk and post to website	2/28/2022			Sue K	
43	Annual Report	FY 2020-2021	Develop DRAFT procedures for the Annual Report	2/28/2022			Peter H/Sue K	
44	Budget	FY 2022-2023	Review draft revenue projections	2/28/2022			BOF	
45	Budget	FY 2022-2023	Update budget template (agencies/cip plan/revenue/expense shee	2/28/2022			Sue Krodel	
46	Budget	FY 2022-2023	Update budget template (cipdept/budget fund tax sheets)	2/28/2022			Dick Weingart/Sue Krodel	
47	Budget	FY 2022-2023	Update budget template with new budgets	2/28/2022			Val Garrison	
48	Budget	FY 2022-2023	Schedule budget workshops	3/30/2022			BOF	
49	Budget	FY 2022-2023	Post DRAFT budget online	4/1/2022			Sue Krodel	
50	Budget	FY 2022-2023	Send legal notice for budget public hearing	4/1/2022			Dick Weingart/Sue Krodel	
51	Budget	FY 2022-2023	Approve draft budget for public hearing	4/30/2022			BOF	
52	Budget	FY 2022-2023	Approve final budget after public hearing	4/30/2022			BOF	
53	Budget	FY 2022-2023	Approve revenue budget & communicate to tax collector	5/31/2022			BOF/Dick Weingart	
54	Budget	FY 2022-2023	Set mill rate & communicate to tax collector	5/31/2022			BOF/Dick Weingart	
55	Budget Tax Collector	FY 2022-2023	Statement of State Assistance for Tax Collector	5/31/2022			BOF	
56	Budget OPM	FY 2022-2023	Submit budget and supplementary data to OPM	6/20/2022			Diana Alvarez	
57	Budget Tax Collector	FY 2022-2023	Send tax collection budget to tax collector	6/30/2022			BOF	
58	Fiscal Year Closeout	FY 2021-2022	Budget transfers from Town meeting	6/30/2022			BOF/Val Garrison	

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59	Fiscal Year Closeout	FY 2021-2022	Capitol Fund Transfer	6/30/2022			BOF/Val Garrison	
60	Fiscal Year Closeout	FY 2021-2022	Set-up new fiscal year budgets	6/30/2022			BOF	
61	Budget	FY 2022-2023	Municipal Budget Database form and Final Approved Town Budget	7/30/2022			Diana Alvarez	CGS 7-406B
62	CCM Annual Conference	FY 2021-2022	Determine BOF attendees, submit registrations	10/1/2022			BOF	
63	Budget CIP 2023-2027	FY 2022-2023	Second CIP meeting	1/xx/2022			CIP Committee	
64	CCM Annual Conference	FY 2021-2022	CCM Annual Conference	10/xx/2022			BOF	
65	Budget CIP 2023-2027	FY 2022-2023	First meeting	12/xx/2021			CIP Committee	
66	Budget	FY 2022-2023	Town agency budget presentations	2/xx/2022			Town Agencies	
67	Budget CIP 2023-2027	FY 2022-2023	Third CIP meeting	2/xx/2022			CIP Committee	
68	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 (2.5% increase in spending)
69	COST Annual Conference	FY 2021-2022	Cost Annual Legislative Conference	2/xx/2022			BOF	
70	Budget	FY 2022-2023	Board of Education budget presentation	3/xx/2022			Ken Henrici	
71	Budget	FY 2022-2023	Board of Selectmen budget presentation	3/xx/2022			Board of Selectmen	
72	Budget	FY 2022-2023	Review draft revenue projections	3/xx/2022			BOF	
73	Budget	FY 2022-2023	Town agency budget presentations	3/xx/2022			Town Agencies	
74	Budget CIP 2023-2027	FY 2022-2023	Final CIP meeting	3/xx/2022			CIP Committee	
75	Budget	FY 2022-2023	Budget public hearing	4/xx/2022			BOF	
76	Budget	FY 2022-2023	Budget workshops	4/xx/2022			BOF	
77	Budget	FY 2022-2023	Annual Town budget meeting	5/xx/2022			Legislative Body	
78	Budget	FY 2022-2023	Annual Town budget meeting - referendum	5/xx/2022			Legislative Body	
79	COST Wrap-Up Conference	FY 2021-2022	COST Wrap-Up Legislative bConference	6/xx/2022			BOF	
80	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 Krudel	
81	BOF Administration	Ongoing	Review Board goals/policies	Ongoing			BOF	
82	BOF Member Handbook	Ongoing	Determine responsibilities for development of handbook	Ongoing			BOF	
83	BOF Policies/Procedures	Ongoing	Determine responsibilities for development of policies/procedures	Ongoing			BOF	

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84	BOF Policies/Procedures	Ongoing	Identify requirements for policies/procedures	Ongoing			BOF	
85	Budget	FY 2022-2023	Order binders/inserts for BOF budget books	TBD			Sue Krodel	
86								