

ANNUAL WORK PLAN – Town of Essex

Budget year: FY24

DEPARTMENT: Finance

Budgeted staff: 4 (Director, Assistant Director, Bookkeeper, A/P & Utility, with possibility of Finance Intern)

Primary function(s): Management of Town Finance functions, including but not limited to record-keeping, tax & utility billings & collections, payroll, A/R, A/P, budgeting, audit preparation and reporting

Mission: To provide timely and accurate information for departments, managing proactively instead of reactively and preparing for the long-term financial needs of the Town.

Values: Being a good steward of Town funds, accountable for activities and future planning, being able to work successfully and openly with all departments so we can all put our best foot forward. Maintain positive and productive relationships with our tax and rate-payers while being fair and equitable. Providing a stable, highly functional work environment that provides opportunities for growth.

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
Bank reconciliation / cash management	Daily	Year-long	Clerk/Treasurer
Credit card reconciliation / cash receipts	Daily	Year-long	Clerk/Treasurer
Invoice review	Daily	Year-long	All departments
Accounts Payable – check runs / warrants	Weekly	Year-long	All departments
Payroll processing	Weekly	Year-long	All departments
Monthly journal entries / allocations	Monthly/Quarterly	Year-long	
GL Account reconciliations	Monthly	Year-long	
Department Head Reports (Budget / Actual)	Monthly	Year-long	All departments
Interest postings on Taxes & Utility Billing	Monthly	Year-long	
VMERS reconciliations	Monthly	Year-long	
Various Payroll related reports – 941s & state filings, W-2	Quarterly/Annual	Year-long	
Selectboard Meetings	Bi-weekly	Year-long	On occasion
Department Head Meetings	Monthly	Year-long	All departments

Audit preparation	Annual	June-Dec	On occasion
Tax & Utility billing	5 combined times	Year-long	Assessors / Public Works
Vendor 1099s	Annual	January	
Software maintenance (Questica, Readsoft, P/R, Clicktime, etc.		Year-long	
Operating budget preparation	Annual	Sept - Jan	All departments
Grants Management & Tracking	On-going	Year-long	On occasion
Debt Management (new and existing)		Year-long	
Insurance – Policy renewals, claims	As needed		

FY23 – FY24 Special projects

TASK	Frequency	Timeframe	Other departments involved	Priority (High, Medium, Low)
More extensive planning of the long-term Capital Projects Plan	Annual	Year-long	Yes	High
Review of Tax Sale Policy		Feb - April	No	Medium
Investment Policy – formalize and implement investments in CDs, etc		July-Sept	No	Medium
Record Retention Review & electronic files	Annual	June - July		Low
Fixed Assets / vehicles (consolidating tracking systems)		July - Sept	Could be	Medium
Purchasing Policy (review)	As needed		possible	Low
Debt Management Policy	To create			Low
Credit card Policy	To create			Low
New Municipal facility	As needed	Year-long	Yes	High
Impact Fee reviews	Annual	June – Nov	Yes	Medium
Office space reorganization	One-time	July – Dec	Yes	Medium
Finance Department 5-year plan	To create	May – Sept	Yes	Medium
Job description updates – Finance	One-time	May- July	No	High
Finalize City separation	Current	May – July	Yes (tax billing)	High