

ANNUAL WORK PLAN – Town of Essex - Special Projects FY24-FY25

Task	Priority Level	Deadline	Progress status	Value create dropdown list once SB and Admin set categories	Other departments involved	1st Quarter notes	2nd Quarter notes	3rd Quarter notes	4th quarter notes	End of year update
Budget year: FY25										
Department: Finance										
Budgeted staff: 4 (Director, Assistant Director, Water/Sewer Clerk, Accountant)										
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										
More extensive planning of the long-term Capital Projects Plan	2 - High	9/30/2024	In progress		Many departments					
Investment Policy - formalize and implement investments in CDs, etc.	3 - Medium	7/1/2024	In progress		Clerk/Treasurer					
Record Retention Review & Electronic files	4 - Low	11/30/2024	Not started		None					Electronic archives & City access
Fixed Assets / vehicles (consolidating tracking systems)	3 - Medium	10/31/2024	In progress		Some departments					insurance tie-in, list for vehicles wanted, auditors v NEMRC
Purchasing Policy Review (specify for Town only & review)	4 - Low	3/30/2025	Not started		None					eliminate City references
Debt Management Policy (where & when to utilize debt)	4 - Low	12/31/2024	Not started		None					
Credit Card Policy (who uses, responsibilities, proper usage)	4 - Low	12/31/2024	Not started		None					
New Municipal Facility (programs/buildings/financing options)	2 - High	6/30/2025	In progress		Some departments					
Impact Fee Reviews (Rec/Fire as examples, sustainability/equity)	3 - Medium	6/30/2025	Not started		Some departments					
Going out to Bid for a new auditor after FY24 audit	3 - Medium	3/31/2025	Not started		None					
Grants Management (relates to FY24 audit)	2 - High	10/31/2024	In progress		Some departments					
Enterprise Fund Net Asset Policy (relates to FY24 audit)	2 - High	10/31/2024	In progress		None					
Investigate going to NEMRC cloud for FY26 budget	4 - Low	2/28/2025	Not started		Some departments					
Investigate potential upgrade to Questica for FY26 budget	4 - Low	2/28/2025	Not started		Some departments					
Local Option Tax (via Selectboard)	3 - Medium	6/30/2025	Not started		None					

Annual work plan – Regular work						
Budget year: FY25						
Department: Finance						
Budgeted staff: 4 (Director, Assistant Director, Water/Sewer Clerk, Accountant)						
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.						
Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
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			Bi-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 (and penalty) 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	9/30/2024		Annual	June - Dec	On occasion	
Tax & Utility billing			5 combined times	Year-long	Assessors / Public Works	
Vendor 1099s	1/31/2025		Annual	January		
Software Maintenance (Questica, Readsoft, Clicktime, NEMRC)	2/28/2025			Year-long		Look into upgrades for NEMRC (Cloud) or Questica
Operating Budget preparation	1/1/2025		Annual	Sept- Jan	All Departments	
Grants Management & Tracking	10/31/2024		On-going	Year-long	On occasion	Will need to tie-in to audit timeframe
Debt Management (new & existing)	12/31/2024			Year-long		
Insurance - Policy renewals, regular claims	9/30/2024		As needed	Year-long		VLCT Renewals due in 1st week of October