

Town of Pepperell
Goals and Objectives Form
March, 2010

Fiscal Year 2011 brings challenges and it continues to require the need to plan for effective services.

Please complete this form during the month of March, and review with your respective boards by April 15 to allow for publication prior to Annual Town Meeting, May 3, 2010.

Department: 13500 Accounting

One document for each set of Goals & Objectives

GOAL: (One sentence)

To produce accurate, timely and easily understood financial data for the Commonwealth of Mass., town leadership, department heads, taxpayers and the financial institutions that support the Town.

OBJECTIVE: (One to three sentences)

Create a new Budget Book for the Finance Committee and BOS.

Tasks or Activities (List two-three pertinent projects, with time lines).

- 1) Create a template budget sheet for each Dept to include - 1 day
- 2) Link the sheets to a dept summary sheet and forecast sheet - 1 day
- 3) Data entry the historical financial information and check for accuracy - 2 weeks

OBJECTIVE: (One to three sentences)

Create a new chart of accounts and how reports are produced within our financial software system

Tasks or Activities (List two-three pertinent projects, with time lines).

- 1) Create new funds and object codes for new Chart of Accounts - 1 week
- 2) Create a mapping system showing the old accounts, the new replacement accounts and check for accuracy - 2 weeks
- 3) Create new statements based on the new chart of accounts - 1 week

OBJECTIVE: (One to three sentences)

Reconcile Cash & A/R on a Monthly Basis

Tasks or Activities (List two-three pertinent projects, with time lines).

- 1) Create a Cash Reconciliation Spreadsheet to compare balances quicker
- 2) Speak with treasurer about what historically are our adjustments
- 3) Get input from Treasurer on any suggested improvements in the system