

TOWN OF MANSFIELD OPERATIONAL STUDY ACTION ITEM TIME LINE AS OF							8/22/2013	Page 1
Task No.	Report Heading	Task Description	FY14	FY15	FY16	FY17	FY18	
<b>OVERALL ORGANIZATIONAL TASKS</b>								
1	2.1	Director of Finance	X					
2	2.2	Human Resources	X					
3	2.3	Purchasing Officer		X				
4	2.4	Policies & Procedures	X	X	X	X	X	
5	2.5	Improve Town-School relationship	X	X	X	X	X	
6	2.6	Softright training	X	X	X	X	X	
7	2.7	Re-evaluate Fin. Mgt. system					X	
8	2.8	Re-evaluate Fin. Mgt. structure					X	
<b>ACCOUNTING</b>								
9	3.1	Policies & Procedures	X	X	X	X	X	
10	3.2	Restrict G/L posting		X				
11	3.3	Limit changes to transactions		X				
12	3.4	Improve financial reporting	X					
13	3.5	Improve financial communication	X					
14	3.6	Improve financial planning	X					
15	3.7	Enterprise fund indirect cost methodology		X				
16	3.8	Maintain capital assets records			X			
17	3.9	Simplify capital projects	X					
18	3.10	Record TIF activity in G/L		X				
19	3.11	Review chart of accounts	X	X	X			
20	3.12	Investigate Guarantee Deposits accounts		X				
21	3.13	Reduce accounts payable cycle time			X			



TOWN OF MANSFIELD OPERATIONAL STUDY ACTION ITEM TIME LINE AS OF							8/22/2013	Page 3
Task No.	Report Heading	Task Description	FY14	FY15	FY16	FY17	FY18	
<b>HUMAN RESOURCES &amp; PAYROLL</b>								
42	5.1	Policies & Procedures	X	X	X	X	X	
43	5.2	Implement Human Resources Manual	X	X	X	X	X	
44	5.3	Utilize Softright HRM functionality	X	X	X	X	X	
45	5.4	Adopt OPEB Trust Fund and funding options	X					
46	5.5	Track compensated absences	X					
47	5.6	Align payroll records, move to bi-weekly PR		X				
48	5.7	Review overtime calculations	X					
49	5.8	Update Harper's job costing link	X					
50	5.9	Health Insurance enrollment audit	X		X		X	
51	5.10	Retiree Health Insurance proration		X				
<b>ASSESSING</b>								
52	6.1	Policies & Procedures	X	X	X	X	X	
53	6.2	Evaluate outside vendors	X	X	X	X	X	
54	6.3	Maintain cyclical inspection program	X	X	X	X	X	
55	6.4	Explore PILOTS	X	X	X	X	X	
56	6.5	Evaluate Overlay account	X	X	X	X	X	
<b>PURCHASING &amp; PROCUREMENT</b>								
57	7.1	Policies & Procedures	X	X	X	X	X	
58	7.2	Town-wide Purchasing Officer		X				
59	7.3	Properly delegate CPO authority	X	X	X	X	X	
60	7.4	Review contract authorization procedures	X	X	X	X	X	
61	7.5	Implement PO system for all purchases			X			
62	7.6	Dep'ts check vendor contract performance	X	X	X	X	X	

TOWN OF MANSFIELD OPERATIONAL STUDY ACTION ITEM TIME LINE AS OF							8/22/2013	Page 4
<i>Task No.</i>	<i>Report Heading</i>	<i>Task Description</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	<i>FY17</i>	<i>FY18</i>	
<b>SCHOOL DEPARTMENT</b>								
58	8.1A	HR Collaboration with Town	X					
59	8.1B	Facilities Mgt. Collaboration with Town		X				
60	8.1C	Purchasing Collaboration with Town		X				
61	8.1D	IT Collaboration with Town			X			
62	8.1E	A&F Collaboration with Town				X		
63	8.2	Policies & Procedures						
64	8.3	Review vendor warrant approval process	X					
65	8.4	Review payroll warrant approval process	x					
66	8.5	Use Budget Sense with switch to Softright		X				
67	8.6	Document EOYR allocations & methodology		X				
68	8.7	Evaluate Student Activity Funds			X			
69	8.8	Use Revolving Funds appropriately, timely	X	X	X	X	X	
			44					