

Finance

Element	Summary Views	Detail Views
Scorecard	<ul style="list-style-type: none"> • Landing Page 	
Outcome Measures		<ul style="list-style-type: none"> • Accountability • Transparency
Initiatives	<ul style="list-style-type: none"> • Department Initiatives 	<ul style="list-style-type: none"> • Implementation of Enterprise System • Digital Records
Milestones		<ul style="list-style-type: none"> • ENERGOV - Contract Signed/Project Kickoff • MUNIS FINANCIALS - Kickoff • MUNIS HR/PAYROLL - Human Resources • MUNIS HR/PAYROLL - Kickoff • MUNIS HUMAN RESOURCES/PAYROLL - Go Live - Payroll • ENERGOV - Go Live • MUNIS FINANCIALS - Budget/P-card Management/Capital Assets/Cash Management • MUNIS FINANCIALS - Cash Receipts/Accounts Receivable/General Billing • MUNIS FINANCIALS - Project Management & Grant Accounting • MUNIS FINANCIALS-Go Live - General Ledger/Purchasing/Accounts Payable/Invoice Entry • Map Storage Area • Destruction/Shred - AP/AR/CR/MR (17 boxes) • Destruction/Shred - Timesheets and Payroll Reports

























Department Purpose Statement

Provide Excellent financial services to the organization and community through accountability and transparency.

Department Measures

Objectives	Outcome Measures
 Obj. 5.1: Promote financial integrity through effectively and efficiently managing public assets Morrisville	 Accountability
 Obj. 5.3: Require the highest professional standards Morrisville	
 Obj. 5.1: Promote financial integrity through effectively and efficiently managing public assets Morrisville	 Transparency
 Obj. 5.3: Require the highest professional standards Morrisville	

Department Initiatives

Objectives	Initiatives	Initiative Measures
 Obj 3.2 Increase awareness of activities and opportunities for engagement Morrisville	 Implementation of Enterprise System	 ENERGOV - Contract Signed/Project Kickoff
 Obj. 3.3: Effectively maintain assets and make the most of existing resources Morrisville		 MUNIS FINANCIALS - Kickoff
 Obj. 5.1: Promote financial integrity through effectively and efficiently managing public assets Morrisville		 MUNIS HR/PAYROLL - Human Resources
 Obj. 5.2: Deliver customer-focused service Morrisville		 MUNIS HR/PAYROLL - Kickoff
 Obj. 5.5: Align priorities with resources Morrisville		 MUNIS HUMAN RESOURCES/PAYROLL - Go Live - Payroll
 Obj. 5.6: Leverage the use of technology to maximize results Morrisville		 ENERGOV - Go Live
		 MUNIS FINANCIALS - Budget/P-card Management/Capital Assets/Cash Management
		 MUNIS FINANCIALS - Cash Receipts/Accounts Receivable/General Billing
	 MUNIS FINANCIALS - Project Management & Grant Accounting	
	 MUNIS FINANCIALS-Go Live - General Ledger/Purchasing/Accounts Payable/Invoice Entry	
 Obj. 5.6: Leverage the use of technology to maximize results Morrisville	 Digital Records	 Map Storage Area
		 Destruction/Shred - AP/AR/CR/MR (17 boxes)
		 Destruction/Shred - Timesheets and Payroll Reports

Description

Accountability as measured by our annual financial audit report – with the commitment by staff for no audit findings/corrections.

Why It Matters

Finance staff does their best to ensure the integrity of the financial records for the Town. An annual audit and CAFR report demonstrate the commitment to operational excellence.

Analysis CY Q2-21

February 2021 - A contract was signed with Cherry Bekaert LLP to provide services for the FY2021 audit.

Collection and Calculation Method

Preparation of audit schedules and CAFR by finance staff, external review by Cherry Bekaert staff


Data Collection Lead


Controller/Finance Director

Data Collection Point(s) of Contact (if needed)

Controller/Finance Director

Objectives

 **Obj. 5.1: Promote financial integrity through effectiv...**
Morrisville

 **Obj. 5.3: Require the highest professional standards**
Morrisville

Initiatives

Owner

 Karen Bass

Accountability as measured by our annual financial audit report (i.e. any audit findings, corrections, etc) to be completed by October 31 of each year.



CY Q1-19 CY Q2-19 CY Q3-19 CY Q4-19 CY Q1-20 CY Q2-20 CY Q3-20 CY Q4-20 CY Q1-21 CY Q2-21 CY Q3-21 CY Q4-21

 Actual  Target

Outcome Measure Data

Last Calculated 2 days ago

Period		Status	Actual	Target
CY Q1-19	—	Not Defined		
CY Q2-19	—	Not Defined		
CY Q3-19	—	Not Defined		
CY Q4-19	—	Not Defined		
CY Q1-20	—	Not Defined		
CY Q2-20	—	Not Defined		
CY Q3-20	↑	On Target		
CY Q4-20	↑	On Target		
CY Q1-21	↑	On Target		
CY Q2-21	↑	On Target		
CY Q3-21	—	Not Defined		
CY Q4-21	—	Not Defined		

Description

Transparency as measured by at least 5 opportunities for the public to review the Town's financial information annually; i.e. the Town's annual CAFR, financial reports, budget reports, budget input sessions for citizens, Town Council meetings, Citizen Advisory Committees, and public information requests.

Why It Matters

Finance staff does their best to ensure the integrity of the financial records for the Town. An annual audit and CAFR report demonstrate the commitment to operational excellence. Staff is also committed to responding to public information requests.

Analysis CY Q2-21

The budget was presented to Town Council on May 4, 2021. There were two public drop in sessions in May 2021 and the Budget Review and Public Hearing was during the Town Council meeting on May 25, 2021. The FY2022 budget was adopted at the Town Council Meeting on June 8, 2021.

Collection and Calculation Method

Preparation of audit schedules and CAFR by finance staff, external review by Cherry Bekaert staff. Financial reports, budget reports, budget input sessions, Citizen Advisory Committees, Town Council meetings are mechanisms for transparency of financial data

Data Collection Lead



Controller/Finance Director

Data Collection Point(s) of Contact (if needed)

Controller/Finance Director

Transparency as measured by at least 5 opportunities for the public to review the Town's financial information annually; i.e. the Town's annual CAFR,

Objectives

-  **Obj. 5.1: Promote financial integrity through effectiv...**
Morrisville
-  **Obj. 5.3: Require the highest professional standards**
Morrisville

Initiatives

Owner

 Karen Bass

CY Q1-19 CY Q2-19 CY Q3-19 CY Q4-19 CY Q1-20 CY Q2-20 CY Q3-20 CY Q4-20 CY Q1-21 CY Q2-21 CY Q3-21 CY Q4-21

● Actual — Target

Outcome Measure Data

Last Calculated 2 days ago

Period		Status	Actual	Target
CY Q1-19	—	Not Defined		
CY Q2-19	—	Not Defined		
CY Q3-19	—	Not Defined		
CY Q4-19	—	Not Defined		
CY Q1-20	—	Not Defined		
CY Q2-20	—	Not Defined		
CY Q3-20	↑	On Target		
CY Q4-20	↑	On Target		
CY Q1-21	↑	On Target		
CY Q2-21	↑	On Target		
CY Q3-21	—	Not Defined		
CY Q4-21	—	Not Defined		

Department Initiatives

Finance

Home

Scorecard

Outcome Measures

Initiatives

Milestones

Objectives	Initiatives	Initiative Measures
Obj. 3.2 Increase awareness of activities and opportunities for engagement Morrisville	Implementation of Enterprise System	ENERGOV - Contract Signed/Project Kickoff
Obj. 3.3: Effectively maintain assets and make the most of existing resources Morrisville		MUNIS FINANCIALS - Kickoff
Obj. 5.1: Promote financial integrity through effectively and efficiently managing public assets Morrisville		MUNIS HR/PAYROLL - Human Resources
Obj. 5.2: Deliver customer-focused service Morrisville		MUNIS HR/PAYROLL - Kickoff
Obj. 5.5: Align priorities with resources Morrisville		MUNIS HUMAN RESOURCES/PAYROLL - Go Live - Payroll
Obj. 5.6: Leverage the use of technology to maximize results Morrisville		ENERGOV - Go Live
		MUNIS FINANCIALS - Budget/P-card Management/Capital Assets/Cash Management
	MUNIS FINANCIALS - Cash Receipts/Accounts Receivable/General Billing	
	MUNIS FINANCIALS - Project Management & Grant Accounting	
	MUNIS FINANCIALS-Go Live - General Ledger/Purchasing/Accounts Payable/Invoice Entry	
Obj. 5.6: Leverage the use of technology to maximize results Morrisville	Digital Records	Map Storage Area
		Destruction/Shred - AP/AR/CR/MR (17 boxes)
		Destruction/Shred - Timesheets and Payroll Reports

Target

Munis by June 30, 2019
 Energov by July 1, 2019
 HR/Payroll by July 1, 2020

Description

Implementation of the new Enterprise System to include Munis, EnerGov, and HR/Payroll Modules.

Why It Matters

New ERP System will streamline, automate, and integrate efficient business processes and best practices. It will also enable and empower users to become more efficient, productive and responsive. Provide tools to better serve departments to produce and access information in a real-time environment.

Analysis CY Q2-21

The Human Resources Department has completed the final stage of the ERP implementation by offering open enrollment through ESS.

Percent Complete CY Q2-21

98 %

Objectives

-  **Obj. 3.2 Increase awareness of activities and opportu..**
Morrisville
-  **Obj. 3.3: Effectively maintain assets and make the m..**
Morrisville
-  **Obj. 5.1: Promote financial integrity through effectiv...**
Morrisville
-  **Obj. 5.2: Deliver customer-focused service**
Morrisville
-  **Obj. 5.5: Align priorities with resources**
Morrisville
-  **Obj. 5.6: Leverage the use of technology to maximize.**
Morrisville

Start Date

11/30/17

End Date

7/1/21

Collection and Calculation Method

Data Collection Point(s) of Contact (if needed)

Finance Department Staff

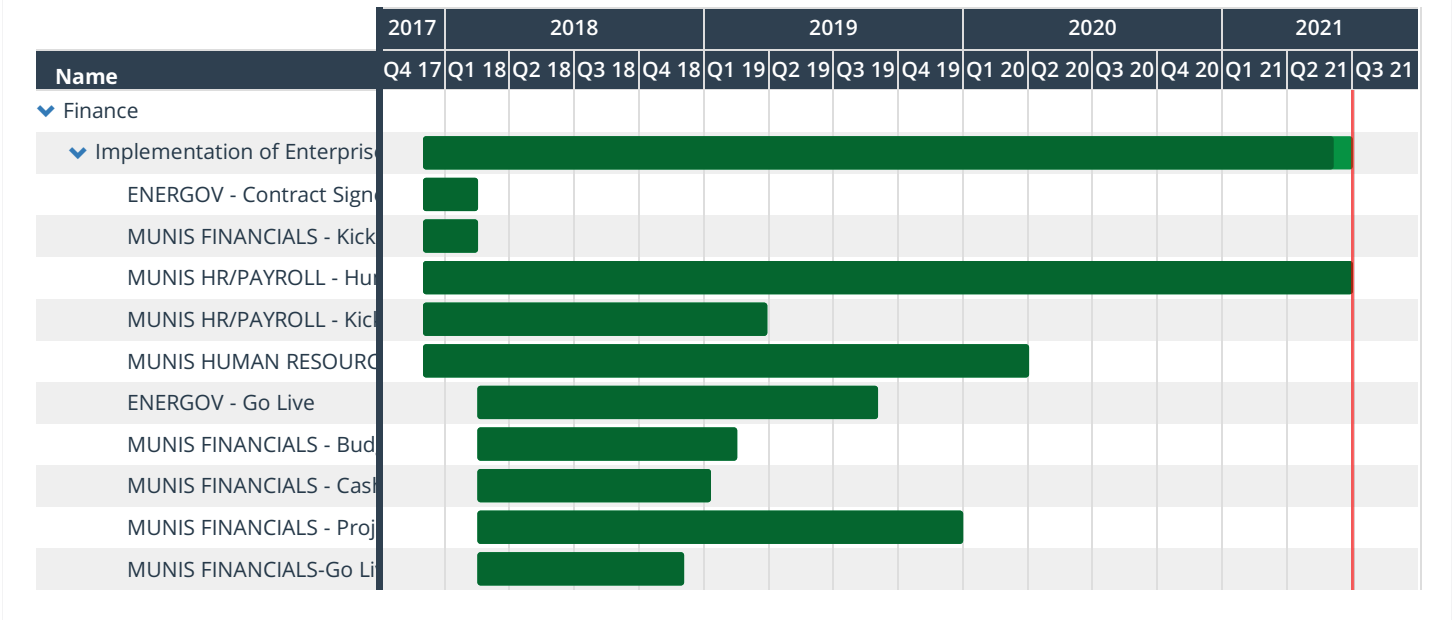
Data Collection Lead

- Milestones**
- ENERGOV - Contract Signed/Project Kickoff**
Finance | 11/30/17 - 2/15/18
 - MUNIS FINANCIALS - Kickoff**
Finance | 11/30/17 - 2/15/18
 - MUNIS HR/PAYROLL - Human Resources**
Finance | 11/30/17 - 7/1/21
 - MUNIS HR/PAYROLL - Kickoff**
Finance | 11/30/17 - 3/28/19
 - MUNIS HUMAN RESOURCES/PAYROLL - Go Live - Pa...**
Finance | 11/30/17 - 4/1/20
 - ENERGOV - Go Live**
Finance | 2/15/18 - 9/1/19
 - MUNIS FINANCIALS - Budget/P-card Management/C..**
Finance | 2/15/18 - 2/15/19
 - MUNIS FINANCIALS - Cash Receipts/Accounts Receiv..**
Finance | 2/15/18 - 1/10/19
 - MUNIS FINANCIALS - Project Management & Grant ...**
Finance | 2/15/18 - 12/31/19
 - MUNIS FINANCIALS-Go Live - General Ledger/Purch...**
Finance | 2/15/18 - 12/3/18

Owner

Karen Bass

Gantt Chart



Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %

Start Date

11/30/17

End Date

2/15/18

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21

Owner

 NE Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %

Start Date

11/30/17

End Date

2/15/18

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21

Owner

Milestone Analysis CY Q2-21

Open enrollment was run through the ESS system this year and employees were able to make their selections online.

Milestone Percent Complete CY Q2-21

100 %


Start Date

11/30/17

End Date

7/1/21

Initiative

 **Implementation of Ente..** 11/30/17 - 7/1/21 CY Q2-21

Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %


Start Date

11/30/17

End Date

3/28/19

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21

Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %

Start Date

11/30/17

End Date

4/1/20

Initiative

 **Implementation of Ente..** 11/30/17 - 7/1/21 CY Q2-21

Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %

Start Date

2/15/18

End Date

9/1/19

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21



Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %

Start Date

2/15/18

End Date

2/15/19

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21



Owner

 Nancy Emslie (Finance)

Milestone Analysis

CY Q2-21

Milestone Percent Complete

100 %

CY Q2-21


Start Date

2/15/18

End Date

1/10/19

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21



Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %

Start Date

2/15/18

End Date

12/31/19

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21



Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %

Start Date

2/15/18

End Date

12/3/18

Initiative

 Implementation of Ente.. 11/30/17 - 7/1/21 CY Q2-21

Target

50% paper records disposed/destroyed and converted to electronic retention by January 1, 2020

Description

Digitize financial records required for various retention periods

Why It Matters

This coincides with the rollout of our new ERP system as the new system will allow for a paperless environment. This will allow the Town to maximize our facility space by eliminating most of the records we store in the attic; will help save money; will protect the environment by reducing wastes; and will make access and sharing of data easier.

Analysis CY Q2-21

Finance Staff is back in the office and should be able to get back on track with this disposal schedule.

Objectives

 **Obj. 5.6: Leverage the use of technology to maximize.**
Morrisville

Collection and Calculation Method

Files collected from each Finance office and reported semi-annually to the Town Clerk's office and destroyed at the Town's shred event in the Spring and Fall each year.

Data Collection Point(s) of Contact (if needed)

Finance Department Staff

Data Collection Lead

Percent Complete CY Q2-21

0 %




Start Date

7/1/18

End Date

6/30/22

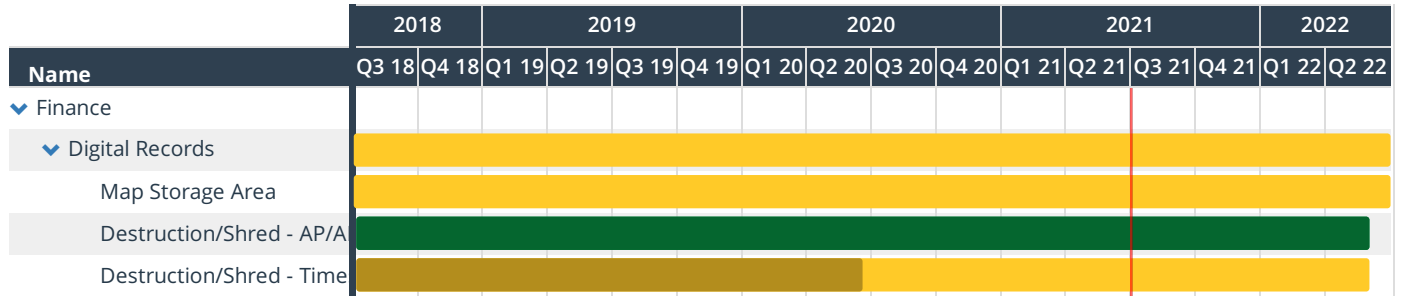
Milestones

-  **Map Storage Area**
Finance | 7/1/18 - 6/30/22
-  **Destruction/Shred - AP/AR/CR/MR (17 boxes)**
Finance | 7/5/18 - 6/1/22
-  **Destruction/Shred - Timesheets and Payroll Reports**
Finance | 7/5/18 - 6/1/22

Owner

 Karen Bass

Gantt Chart



Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

0 %


Start Date

7/1/18

End Date

6/30/22

Initiative

 **Digital Records** 7/1/18 - 6/30/22 CY Q2-21

Owner

 Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Milestone Percent Complete CY Q2-21

100 %


Start Date

7/5/18

End Date

6/1/22

Initiative

 Digital Records 7/1/18 - 6/30/22 CY Q2-21



Owner

Nancy Emslie (Finance)

Milestone Analysis CY Q2-21

Finance Staff is back in the office on a regular basis so this project should get back on schedule.

Milestone Percent Complete CY Q2-21

50 %

Start Date

7/5/18

End Date

6/1/22

Initiative



Digital Records

7/1/18 - 6/30/22

CY Q2-21