

Administrative Services – 2021 Goals and Objectives – FINANCE

1/20/2021

#	Item	Date	Person(s)	Notes
1	Great Plains System Upgrade (accounting platform)	Q1	Dreher / Schneider	Migrate from GP2013 (unsupported) to GP2018 in the cloud; includes deployment of procurement and fixed asset modules
2	Mid-Year Budget Process (18 month)	Q1	Schneider / Dreher	Re-forecast of Revenue, operating and capital equipment expenses and CIP project projections
3	ACERA Transmittal Report	Q1	Dreher	To comply with ACERA file submission requirements with integration from Kronos
4	Review and develop recommendations to reduce Cal Card inventory	Q1	Dreher / Newbould	
5	Complete renewal of Master Property Agreement with City	Q1	Schneider	Communicated in September, City is now (as of January) prepared to work with us (agreement expired in September)
6	Complete renewal of Revenue Sharing (Cell Towers) Agreement with City	Q1	Schneider	Communicated in September, City is now (as of January) prepared to work with us
7	Complete Solar Agreements - obtain City approval	Q1	Schneider	City Council session now estimated Feb 22nd
8	Complete Pension Obligation Bond analysis and present findings/recommendations to Ad Hoc Committee	Q1	Schneider/Consultants	
9	Reserve Analysis and recommendations for Policy Enhancement	Q1	Schneider	Revisiting existing reserve funds, including consideration of revised / refined objectives; Re: cash flows and reserve funds and bank accounts
10	Complete "Facilities Matrix"	Q2	Haldeman / Newbould / Dreher	Support the effort to document ownership and support responsibilities as well as revenue available to the District
11	Enhanced Financial Reports in upgraded Great Plains application	Q2	Dreher / Schneider	Create new reports in Great Plains using Management Reporter
12	FY20-21 Interim Audit	Q2	Finance Team	
13	Banking – assess cash management and return on cash balances; identify and act on opportunities to improve returns	Q2	Schneider / Dreher / Loucks	
14	FY21-22 Annual Budget	Q2	Schneider / Dreher	complete by end of June, 2021, preceded by workshop in May
15	Budget Book Development	Q2	Schneider / Dreher	Opportunities to enhance...
16	ACH Setup with Alameda County	Q2	Dreher / Loucks	Set up ACH processing with Alameda County as a means of transferring funds to US Bank account
17	Agreement with Flying Electrons	Q2	Dreher / Loucks	Catch up on billing for Flying Electrons and agreement renewal (with LARPD or directly with COL?)
18	Chart of Accounts Update	Q3	Dreher / Schneider / Loucks	Need to establish consistent use of account segments (location, fund, account, unit, etc..) and clean-up account descriptions
19	Deploy Great Plains Modules for Fixed Assets and Purchasing	Q3	Dreher / Schneider	
20	Implement Quarterly Forecast	Q3	Schneider / Dreher	
21	Automation of Cal Card Process	Q3	Dreher	Investigate the ability to automate cal card process with US Bank vs. manual input of GL account #'s
22	Fully allocated costing Methodology	Q3	Schneider / Dreher	In conjunction with unit mgmt. and in support of inter-agency billing and program pricing, etc...
23	Budget Process Automation (GP) and Methodology Update	Q4	Dreher / Schneider	
24	FY20-21 Final Audit	Q4	Finance team	

Admin/Procurement Items:

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1	Purchasing Policy and Procedures update	Q1	Schneider / Dreher / Newbould	Scope includes procurement methods, delegation of authority, bid process and requirements, cal cards, travel, PR/PO, relevant public codes, etc...
2	Administration of Admin Services Webpages	Q1	Schneider / Newbould	Review and update content and identify opportunities to enhance our Fin, HR, and CIP pages
3	Identify and pursue cost-effective Procurement education opportunities	Q1	Schneider / Newbould	
4	Identification/selection of an E-Signature application	Q1	Schneider / Newbould	To create, route, and store Purchase Requests, Personnel Requisitions, CIP project submittals, Recreation contracts, etc...
5	Enhance existing District data base to support on-going contract administration	Q1	Newbould	Example: flag important term dates (renewals, etc...)
6	Establish Mobile device deployment plan and related policy	Q1	Newbould	
7	Implement a mobile device tool (MDM) and develop related processes and policy that will be used to manage inventories of mobile devices (phones, tablets)	Q1	Newbould	
8	Review current practices related to Preferred Vendors and make recommendations to enhance the process for maintaining this data	Q2	Newbould	
9	Create standard contract templates – CIP and otherwise	Q3	Schneider / Newbould	
10	Implement processes and, as appropriate, policies that will be used to manage inventories of software/hardware	Q4	Schneider / Newbould	To be used to manage inventories of software licenses, computer hardware (desktops, laptops, peripheral devices, printers, docking stations, etc.), and infrastructure (servers, wifi devices, etc.)