1. Fully implement and fully utilize Springbrook software
   a. Input all fixed assets from Numbers to Springbrook
   b. Revise the Chart of Accounts
   c. Train Staff on key areas that will eliminate manual work
   d. Implement use of purchase and requisition modules to eliminate double manual entry work
   e. Train staff on end of year procedures to close fiscal period
   f. Train staff on budget reporting and procedures
2. Correct all significant audit findings from 2006 and 2007
   a. Address all findings in Legislative audit
   b. Address all findings in grants audit
   c. Address all findings in Crowe Chizek audit
   d. Address all findings from internal audits
3. Improve accuracy of accounting and centralized all accounting functions
   a. Establish systematic review of all accounting work (In Process)
   b. Establish End of Month (EOM) procedures (In Process)
   c. Establish End of Year (EOY) procedures (In Process)
   d. Develop GAAP compliant financial reports (Long Term)
   e. Develop a written accounting procedures manual to include an account code classification section to help create consistent accounting of expenditures
   f. Develop procedures to properly account for all of the City's grant activity
   g. Develop an understanding of draw downs for all federal and state grants
   h. Centralize review of all federal grant financial reports for the City
   i. Develop a cost accounting methodology that will allow the City to take advantage of additional federal grant funds (Long Term)
   j. Develop EOM, EOQ and EOY checklist of must do accounting tasks (See attached)
4. Establish regular financial reporting
   a. Produce managerial reports and train department heads on how to gain access to these reports on Springbrook
   b. Establish regular report packets for council and make available on the website
   c. Publish financial report required by State Law before deadlines
   d. Identify non-financial reports needed for Department Heads, Mayor, sub-committees, and committees of the City Council.
5. Implement a formal budget process
   a. Develop budget policies and procedures in writing
   b. Develop budget forms and documents
   c. Train all managers and department heads on new budget processes and procedures
6. Establish cross-training and develop personal development plans for staff
   a. Identify areas of improvement for each position and include staff desires for their learning objectives
   b. Assign key functions to back up staff and cross-train for purchasing, payroll and reporting
   c. Develop training plans consistent with department objectives
7. Improve the City's cash management and expense management
   a. Prepare procedures to analyze all major purchase decisions
   b. Conduct cost-Benefit Analysis before all major decisions
   c. Plan the timing of major cash expenditures with major inflows of funds
   d. Process all bills daily and input into the system to generate flexibility in deciding when to spend money

8. Improve the City's management of revenues
    a. Review all major fees and determine the City's cost so better pricing decisions can be made to keep up with inflation
    b. Identify potential revenue resources
9. Automate manual finance functions that are practical and better utilize technology
    a. Automate timesheets
    b. Automate expense reports