

TASKS & STEPS	Category	Team Member(s)	Priority Level	Target Date	SCHOOL 1 PROJECT STATUS	SCHOOL 2 PROJECT STATUS	Evidence of Status	NOTES	FINAL COMPLETION DATE
					Completion (0 = not started, 10 = Complete)	Completion (0 = not started, 10 = Complete)			
<b>Systems &amp; Processes</b>									
<b>Accounting</b>									
Chart of Accounts -All accounts SCHOOLS	Finance								
Chart of Accounts -All accounts CMO	Finance								
Chart of Accounts with full descriptions -All accounts - SCHOOLS	Finance								
Chart of Accounts with full descriptions -All accounts -CMO	Finance								
Grant chart and baseline descriptions	Finance								
Setup of accounts within accounting system SCHOOLS	Finance								
Setup of accounts within accounting system CMO	Finance								
Closing calendar	Finance								
Revenue & A/R template design	Finance								
Revenue & A/R procedure	Finance								
Payroll Accounting template - design -ABR	Finance								
Payroll Accounting template - design -AIE	Finance								
Payroll reconciliation design	Finance								
Adjust model to generate summer pay accrual figures	Finance								
Calculate monthly summer pay entry	Finance								
Standardize sum pay quarterly adjust process	Finance								
Calculate monthly bonus entry	Finance								
Standardize bonus quarterly adjust process	Finance								
Grants accounting design -CMO	Finance								
Grants accounting add names - CMO	Finance								
Payroll accounting process	Finance								
Generic accounting entry template	Finance								
General accounting entry process	Finance								
Policies & procedures write-up	Finance								
Bank reconciliation protocol	Finance								
Activity fund reconciliation protocol	Finance								
<b>Revenue</b>									
Initial consolidated grant application	Finance								
Initial consolidated grant budget	Finance								
School Improvement Budget	Finance								

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PCSP Budget	Finance								
Grants available research on process	Finance								
Grant drawdown research on forms and timing	Finance								
Grants reporting process	Finance								
Fundraising process (tracking money coming in, tracking restrictions, thank you / tax letters, contact with donors)	Fundraising								
Calendar of revenue deadlines, including grants and foundation restrictions	Finance								
<b>Payroll</b>									
Paychex setup -SCHOOLS	Finance								
Paychex setup -CMO	Finance								
HR Online setup	Finance								
Development of payroll calendar/deadlines	Finance								
Updating of timesheet requirements & timesheets	Finance								
Payroll processing procedures (incl how things will be prorated)	Finance								
Communication of payroll processes to managers and staff (initial and ongoing)	Finance								
Payroll approval spreadsheet - SCHOOLS	Finance								
Payroll approval spreadsheet - CMO	Finance								
Late hire calculator	Finance								
Vacation day tracking system	HR/Finance								
Sick Day tracking system	HR/Finance								
Substitute pay policy	HR/Finance								
Substitute tracking system vs employee	HR/Finance								
TAT pay/benefit policy	HR/Finance								
Stipend forms	HR/Finance								
Payroll document retention policies	Finance								
TRSL Adds spreadsheet	Finance								
TRSL Monthly contributions spreadsheet	Finance								
TRSL Monthly process	Finance								
TRSL terminations process	HR/Finance								
TRSL Eligibility guidelines	HR/Finance								
TRSL process of determining which plan	HR/Finance								
<b>Purchasing</b>									
Revisit approval requirements (recurring vs nonrecurring)	Finance								

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Bidding/quote requirements (thresholds and documentation)	Operations								
Research potential purchasing systems	Operations								
New vendor documentation packet	Finance								
Change of billing address	Operations								
Identifying core vendors based on location, price and delivery, etc (classroom supplies, paper, emergency supplies, textbook/workbook companies, assessments, basic repairs, copier repairs, food delivery, printing company)	Operations/ Finance								
Setting up accounts with core vendors	Finance								
Alcohol policies	Operations								
Apply for state tax exemption	Finance								
Inform vendors of tax exemption	Finance								
Receiving/returns process	Operations / Finance								
Write-up of official purchasing process	Operations / Finance								
<b>Accounts Payable</b>									
Revisit approval requirements (recurring vs nonrecurring)	Finance								
Decision on credit cards -who gets, type and threshold	Finance								
Write-up of formal credit process	Finance								
Calendarization of standard accounts payable payments/entering	Finance								
Development of necessary systems including issue tracking	Finance								
Emergency check approvals, policies	Finance								
Emergency check form	Finance								
<b>Inventory/Fixed Asset Management</b>									
Development of asset management system (program to use, building it)	Operations / Finance								
Policies on lost/stolen items (ex textbooks -do students pay)	Operations / Finance								
Tagging of items (including grantor owned items)	Operations / Finance								
Initial count of items	Operations / Finance								

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Ongoing inventory counts (how often, process)	Operations / Finance								
Reconciliation of inventory with the accounting ledger	Operations / Finance								
<b>Employee Reimbursements</b>									
Write-up of official policy	Finance								
Development of reimbursement form	Finance								
Training of staff on how to use	Finance								
<b>Reporting</b>									
Revisit timing and what goes to the Board	Finance								
Design of standard profit & loss format	Finance								
Design of standard balance sheet format	Finance								
Design of standard cash flow format	Finance								
Design of summary commentary	Finance								
Design of statutory templates	Finance								
<b>Budget Management</b>									
Revisit who is involved, who has final say, basic protocols and what is tracked (i.e. just P&L, balance sheet too? Cash?)	Finance / Operations								
Budget template adaption to final chart of accounts	Finance								
Inclusion of internal reporting pieces into the model	Finance								
Protocols for updating the forecast	Finance								
Budget review calendarizing	Finance / Operations								
Intra-month forecast changes for overages (ex: principal wants to buy \$1,500 in textbooks, but only has \$1,200 left, can they move money, what approvals are needed)	Finance								
SOM training on model	Finance								
Annual budget process (1 year, 5 year, something else)	Finance / Operations								
<b>Petty Cash</b>									
Agreement on basic policies (amount, who has access, restrictions on use, maximum purchases, approvals required, storage)	Finance								
Write-up of Petty Cash standardized policies	Finance								
Petty cash form	Finance								
Training of operations team	Finance								