

February 25, 2025

To: Pat Hohl, Supervisor  
Mike Dolan, Clerk

From: Michelle DeLancey, Director of Accounting and Human Resources

Subject: Accounting Department Goals and Objective for FY 2025-26

Item 1 is new for fiscal year 2025-26, items 2 through 6 continue to be worked on, while item 7 through 14 are recurring goals and objectives.

1. Update and streamline the bank reconciliation process.
2. Continue working with BS&A on the potential for online access to the Planning & Zoning department's processes and permits.
3. Continue working with BS&A on the potential for online access to the Special Assessment District module for residents and outside entities.
4. Work with Township Coordinators to research and potentially implement flat rate invoicing.
5. Continue to work with BS&A to connect/re-connect modules to minimize waste and inefficiency of resources.
6. Create and implement policies and procedures for the board to address personnel matters (i.e. raises, new hires, restructuring of departments).
7. Continue a strong audit for the Township and Portage Sewer Authority.
8. Continue to streamline and digitize the accounts payable and purchasing processes to minimize waste and inefficiency of resources in all departments.
9. Continue to receive BS&A training to better understand the programs and to use them to their full potential.
10. Continue to provide guidance and training within the Human Resource Department, along with keeping up on new laws and procedures, for the Director of Accounting and Human Resources and the Accounting and Benefits Coordinator.

11. Continue to maintain the employee handbook and the policy and procedures manual.
12. Continue multi-year capital budgeting. The capital budget should be at least six years and reviewed by the Board by law. This will assist in monitoring the long-term needs of the Township by reviewing the conditions of current capital assets and then identifying projects or assets that need to be completed or purchased. Long-term capital budgeting can be effective in avoiding emergency purchases/projects which may potentially decrease operating cash and adversely affect future years budgets.
13. Maintain the educational and training opportunities within the accounting department through organizations such as Michigan Government Finance Officers Association, Michigan Treasurers Association, Association of Public Treasurers of American and Canada, Michigan Department of Treasury, Government Finance Officer Association, Society of Human Resources Management, BS&A, and others.
  - a. The Director of Accounting will continue to take classes that will improve their accounting standards, human resources, and software knowledge.
  - b. The Accounting and Benefits Coordinator will continue to take classes that will improve their knowledge with accounting, human resources, benefits, software, changes with the ACA and Federal Tax laws.
  - c. The Accounting Specialist will continue to take classes that will improve their knowledge with accounting and software.
14. Implement sexual harassment and hostile work environment, 1<sup>st</sup> and 2<sup>nd</sup> amendment auditors training during onboarding, and on an annual basis