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February 29, 2024

To: Pat Hohl, Supervisor
Mike Dolan, Clerk

From: Michelle DeLancey, Director of Accounting and Human Resources

Subject: Accounting Department Goals and Objective for FY 2024-25

The following are goals and objectives for fiscal year 2024-25 for the Hamburg Township Accounting Department. Items 1 thru 8 are new for fiscal year 2024-25, while item 9 thru 19 continue to be annually goals and objectives.

1. Work with Planning & Zoning to bring the departments processes and permits online.
2. Continue the implementation of paperless sewer and tax bills (eBills), and automatic (APP) bill payments with Treasury and IT.
3. Research with BS&A the potential for online access and payment for the Special Assessment District module for residents and outside entities.
4. Work with Township Coordinators to research and potentially implement flat rate invoicing.
5. Implement QR codes on quarterly utility bills.
6. Work with BS&A to connect/re-connect modules to minimize waste and inefficiency of resources.
7. Continue the implementation of Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) for accounts payable.
8. Create and implement policies and procedures for the board to address personnel matters (i.e. raises, new hires, restructuring of departments).
9. Work toward continuing a strong audit for the Township and Portage Sewer Authority.
10. Continue to streamline and digitize the accounts payable and purchasing processes to minimize waste and inefficiency of resources in all departments.

11. Receive additional BS&A training to better understand the programs and to use them to their full potential.
12. 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.
13. Research the state's MiDEAL fuel card program for potential improved savings, security, and accounting.
14. Continue to maintain the employee handbook and the policy and procedures manual.
15. Evaluate the BS&A programs to make sure the Township is using these programs to obtain the highest level of performance. BS&A provides the Township a platform to reduce manual journal entries, provide real time data, assist in being paperless, and management of employee's time.
16. 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.
17. Continue to maintain that all the accounting requirements are met for the ARPA funds.
18. 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.
19. Implement sexual harassment and hostile work environment, 1st and 2nd amendment auditors training during onboarding, and on an annual basis.