

Project # DF 001

Title Capital Fund Project Management

Asset Type Other Capital Improvement

Department Comptroller

Budget Year 2012

Version Name 2012

Budget Status Adopted Budget

	eject, funded by intere						
	costs related to debt	st from the Capital Furnit of the Town's Capital issuance such as, Fis	l Program. The				
Version Description			Version Comments				
Project Forecast				Project Detail	Project Detailed 2012		
Year	Total Expense	Total Revenue	Difference	GL Acct	Description		Total Amount
2010	269,597	269,597	0	Expense 6240	Other		125,000
2011	100,000	100,000	0	0240	Other	Total Expe	
2012	125,000	125,000	0	Revenue		. • • • • • • • • • • • • • • • • • • •	123,000
	494,597.00	494,597.00	0.00	2655	Other	Total Reve	125,000 enue: 125,000
Related Proje		ect Description		Operating Bu		FTE Impact	
ear Identified	fied Start Date Project Partner 2009 June 01, 2009		tner	Manager	Manager Tamara Wright		Est. Completion Date December 31, 2015



Project # DF 11.3

Title Automation of Vendor Payments (EFT)

Asset Type Computer Software

Department Comptroller

Budget Year 2012 Version Name 2012

Budget Status Adopted Budget

Project Description Project Comments This project will automate payments to vendors by implementing the Electronic Funds Transfer module in the Great Plains Financial Management Software. Currently the overwhelming majority of the Town's vendors are paid with a physical check that is printed and then mailed to the vendor. The printing and mailing of checks is a labor intensive activity that costs the Town approximately \$3,500 each year in terms of postage, printing and check stock. Implementing an electronic payment system will result in the Town paying vendors more efficiently while reducing the Town's associated costs. **Version Description Version Comments Project Forecast Project Detailed 2012** Year **GL Acct** Description **Total Expense Total Revenue** Difference **Total Amount** 2011 15,000 15,000 Expense Computer Technology 15,000 6300 2012 15,000 15,000 O **Total Expense:** 15,000 30,000.00 30,000.00 0.00 Revenue 30523 Prior Funding 15,000 **Total Revenue:** 15,000 **Related Projects Operating Budget Impact Project Description Effective Date** Exp/(Rev) **FTE Impact** Year Identified **Start Date Project Partner** Manager **Est. Completion Date** December 31, 2011 2010 January 01, 2011 Paula Pobat Kathy Scott



Project # DF 12.1

Title Upgrade to Great Plains 2010

Asset Type Computer Software

Department Comptroller 2012 **Budget Year**

2012 **Version Name**

Budget Status Adopted Budget

Project Description Project Comments This project will upgrade the Great Plains accounting system software to the 2010 version. The enhanced features available in the upgrade is expected to lead to greater efficiency. **Version Description Version Comments Project Forecast Project Detailed 2012** Year **Total Expense Total Revenue** Difference **GL Acct** Description **Total Amount** 2012 15,000 15,000 Expense 6300 Computer Technology 15,000 15,000.00 15,000.00 0.00 **Total Expense:** 15,000 Revenue 5710 Bond 15,000 **Total Revenue:** 15,000 **Related Projects Operating Budget Impact Project Description FTE Impact Effective Date** Exp/(Rev) Year Identified Start Date **Project Partner** Manager **Est. Completion Date** December 31, 2012 2010 January 01, 2011 Paula Pobat Kathy Scott



Project # DF 12.2

Title Conversion to Great Plains Budget System

Asset Type Computer Software

Department Comptroller
Budget Year 2012

Budget Year 2012 Version Name 2012

Budget Status Adopted Budget

Project Description Project Comments This project will convert to the Town's Budgeting systems to the Great Plain Budget System. The conversion will unify the Town's accounting and budgeting software systems. **Version Description Version Comments Project Forecast Project Detailed 2012** Year **Total Expense Total Revenue** Difference **GL Acct** Description **Total Amount** 2012 35,000 35,000 Expense 6300 Computer Technology 35,000 35,000.00 35,000.00 0.00 **Total Expense:** 35,000 Revenue 5710 Bond 35,000 **Total Revenue:** 35,000 **Related Projects Operating Budget Impact Project Description FTE Impact Effective Date** Exp/(Rev) Year Identified Start Date **Project Partner** Manager **Est. Completion Date** December 31, 2012 2011 January 01, 2011 Paula Pobat Kathy Scott