

Here is what we were hired to do:

- Project Management Office / Standard Operating Procedures
- Accounting Remediation for FYs 2020-2023

During discovery, we have found:

- A lack of cash forecasting and budgeting
- Limited coordination between departments of the City around spending.
- Failure to bill certain water treatment customers for services rendered.
- Significant unbudgeted expenditures, which have been fully absorbed by the City.

With these discoveries, potential consequences are:

- Short term: Lack of forward-looking planning and cash availability.
- Long term: Overall fiscal health of the City will significantly deteriorate due to deficient cash reserves to absorb this absence of accountability and policies and procedures.

The City has taken measures to remediate the current situation:

- The cash position is now fortified.
- The City Manager is present and working with our team around the clock.
- The Treasurer is now adjusting to provide our team with daily balances and amenable to expedited policies.

Recent Successes

- Interim Chief Financial Director onboarded, knowledge has been transitioned, and he is leading effectively.
- All City accounts payable checks written have been reconciled to MUNIS for 2020-23.
- Enterprise Resource Planning Team negotiated extended training and support, evaluated the current cash and bank account configurations, and testing a pooled cash fund.
- State Revenue Reconciliations have been completed for 2020-23.
- Process Narratives are mostly complete, Standard Operating Procedures (SOP) are being drafted.

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Business License Tax	Finalized	Draft - In Process	Draft - In Process
Procurement	Finalized	Draft - In Process	Draft - In Process
Accounts Payable	Finalized	Internal Review - In Process	Internal Review - In Process
Business Property Tax	Finalized	Internal Review - In Process	Internal Review - In Process
Payroll	Finalized	Internal Review - In Process	Internal Review - In Process
Asset Forfeiture	Finalized		
Bank Franchise Tax	Finalized		
Budget	Finalized		
Estimated Income Tax	Finalized		
Food and Beverage Tax	Finalized		
Community Development Block Grant (CDBG)	Finalized		
Hopewell Regional Water Treatment Facility (HRWTF)	Finalized		
Machinery and Tools Tax	Finalized		
Parks and Recreation	Finalized		
Public Service Tax	Finalized		
State Income Tax	Finalized		
Personal Property Tax	In Client Review		
Emergency Medical Services (EMS)	In Client Review		
Children Service Act	In Client Review		
Real Estate Tax	Finalized		
Special Welfare	Finalized		
Data Integrators	Walkthrough Scheduled		
Munis Employee Expense Reimbursement Module	Finalized		