

Lunenburg Budget Task Force Memo



TO: Members of the Lunenburg Budget Task Force
FROM: Ezequiel Ayala, Finance Director/Town Accountant- Town
Dr. Susan Gilson, Director Administration and Finance-Schools
RE: DIAGNOSTIC AUDIT
Date: 10/27/24

As we have been collaborating and reviewing data as part of the budget task force, we have come together on the need for a diagnostic audit. The purpose of this audit would be to analyze town fiscal processes that are connected to MUNIS, our central fiscal software platform, that all town departments depend on to portray revenues and expenses.

Specific areas to address:

Staffing: Define human resources that Lunenburg currently employs to manage processing of revenues and expenses (Structure; Wage; Hours Needed To Complete Actual Job Requirements)

Technology: Evaluate whether MUNIS or other integrated systems are being utilized to their fullest potential, and propose any additional training or system enhancements needed to get at greater efficiency

Payment Timelines: Examine timelines for processing different payment types (Wireless, ACH, EFT, Credit Card) to reveal patterns or delays as well as examine if any other automation could be introduced to streamline these processes further.

Process Mapping: Create detailed mapping of current processes for revenue recognition, expense tracking, and reconciliation to reduce or eliminate inefficiencies or duplication of efforts.

Interdepartmental Communication: Evaluate communication flow between departments that impact financial processing (e.g., schools, finance, town administration) to identify and address gaps.

Prioritizing these areas in the diagnostic evaluation, we can develop a more concrete and actionable plan for addressing inefficiencies, enhancing fiscal accuracy, and optimizing our financial processes.

As always, we appreciate the talent within the Budget Task Force Group, and appreciate any other suggestions that anyone might bring to the forefront.