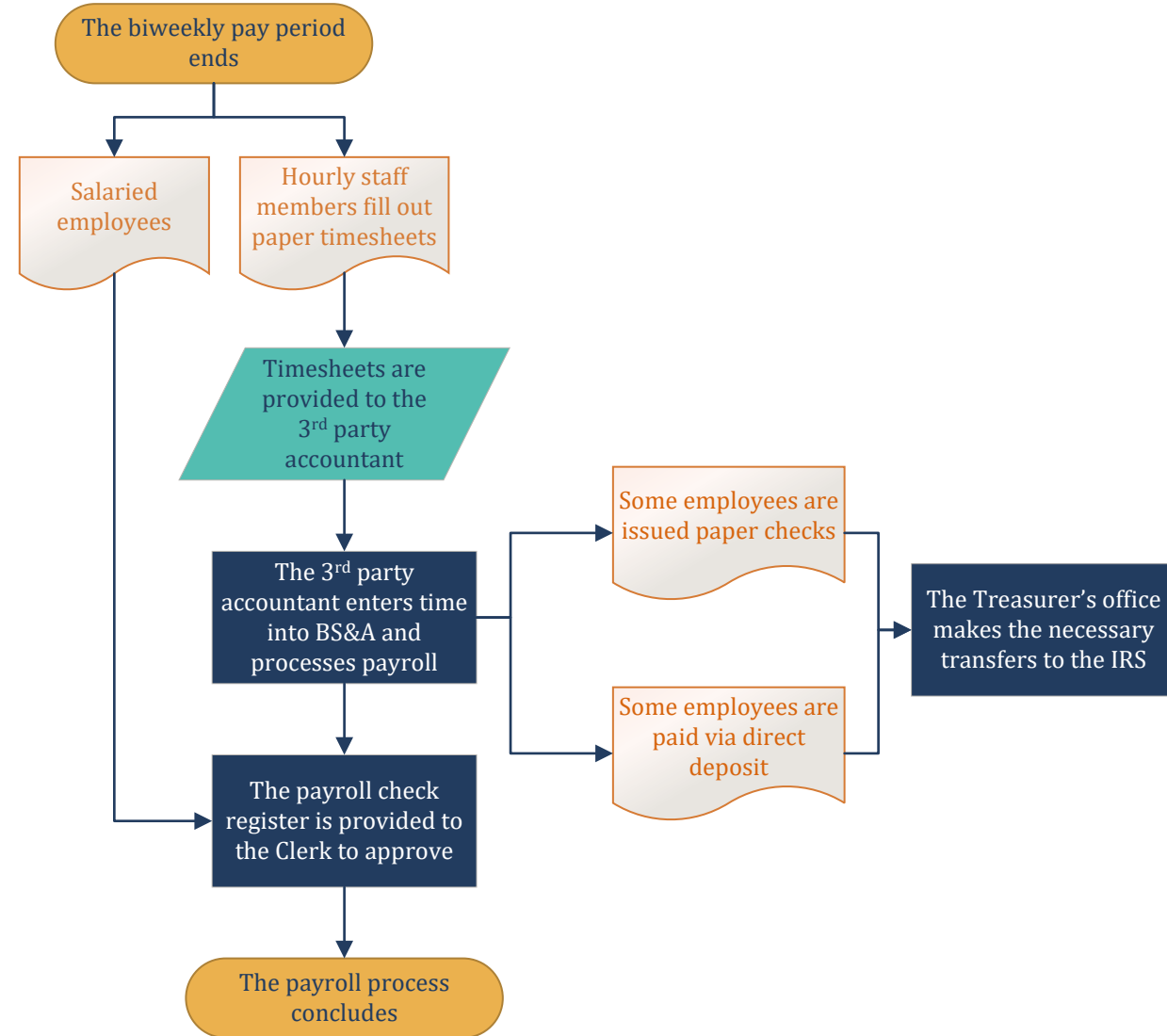


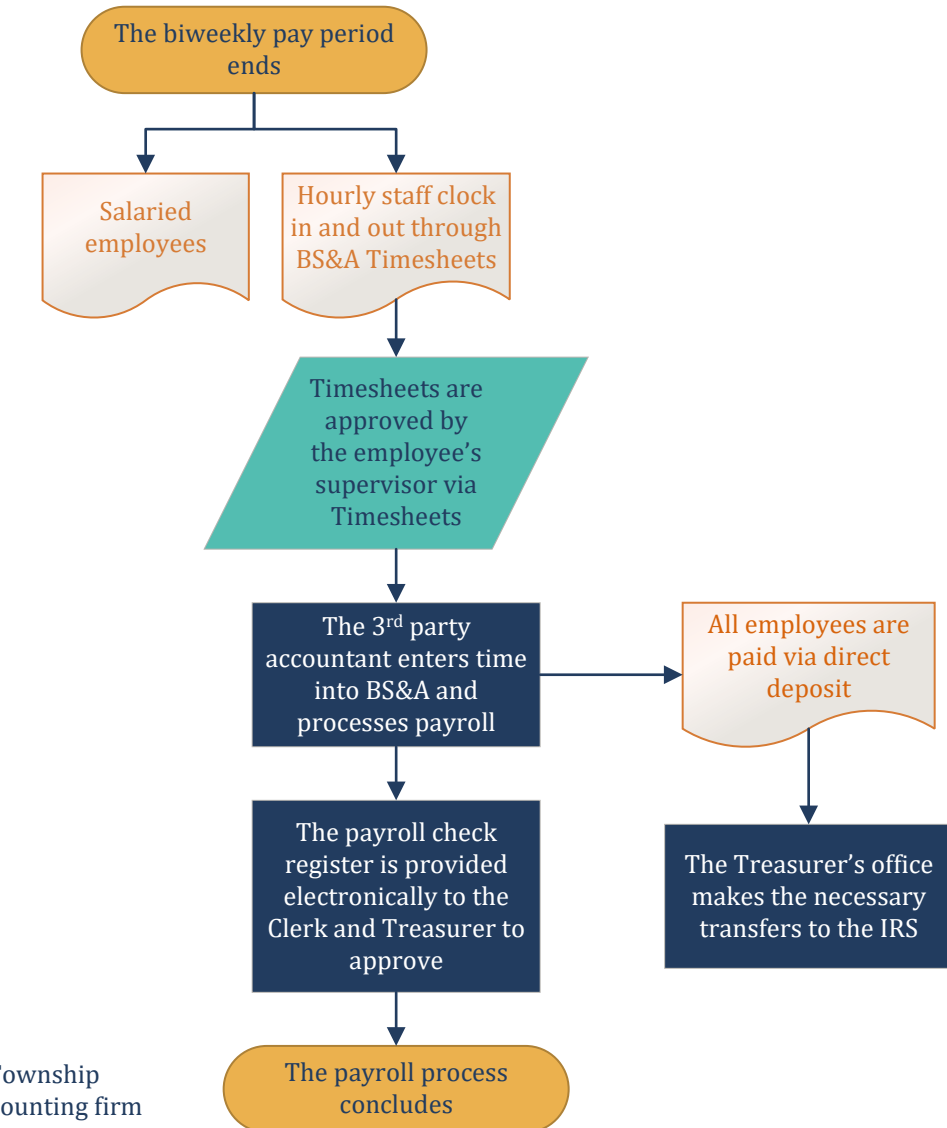
Payroll Process



Additional Payroll Notes

- Paid time off (PTO) is tracked within BS&A payroll

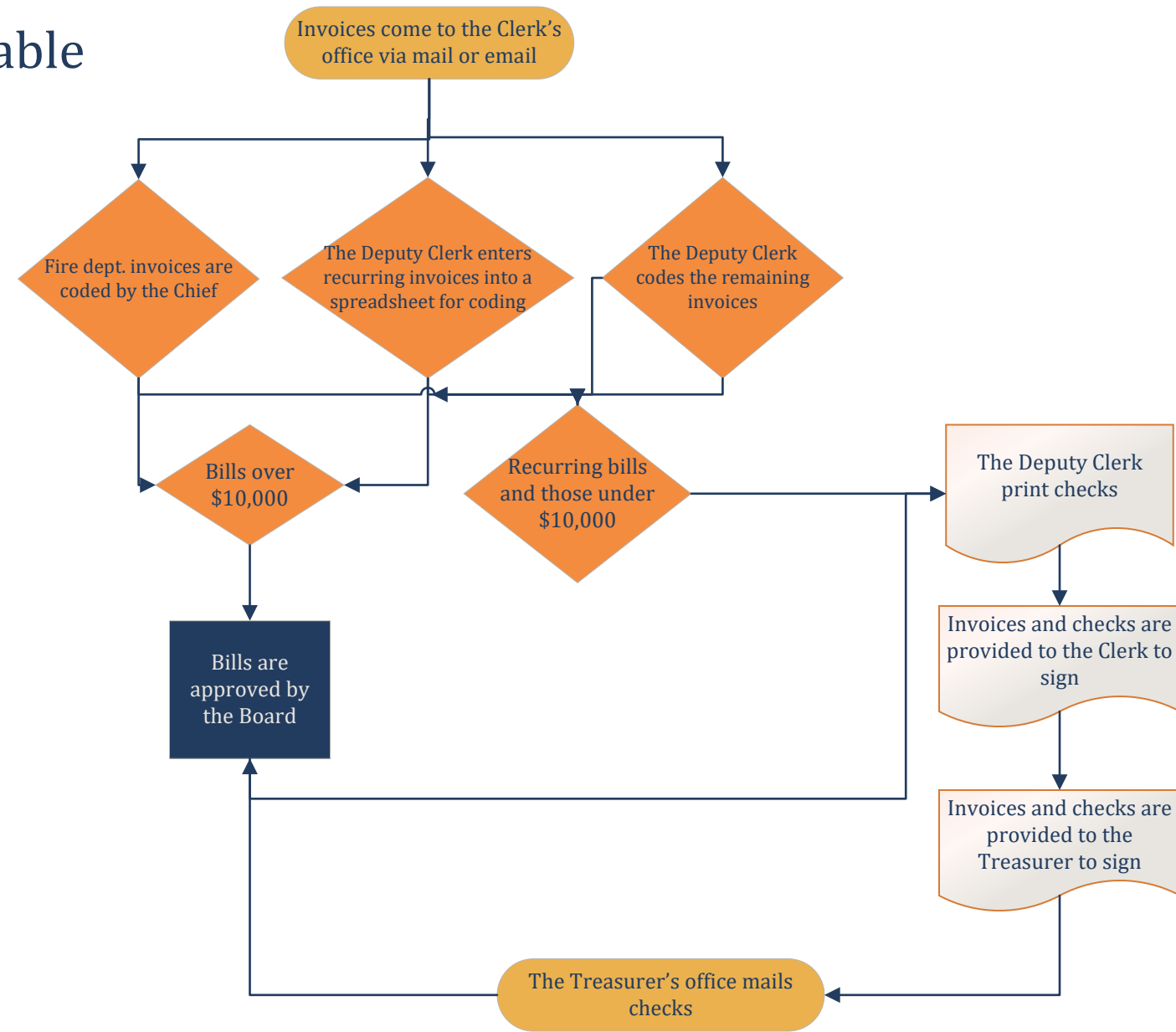
Payroll Process - Revised



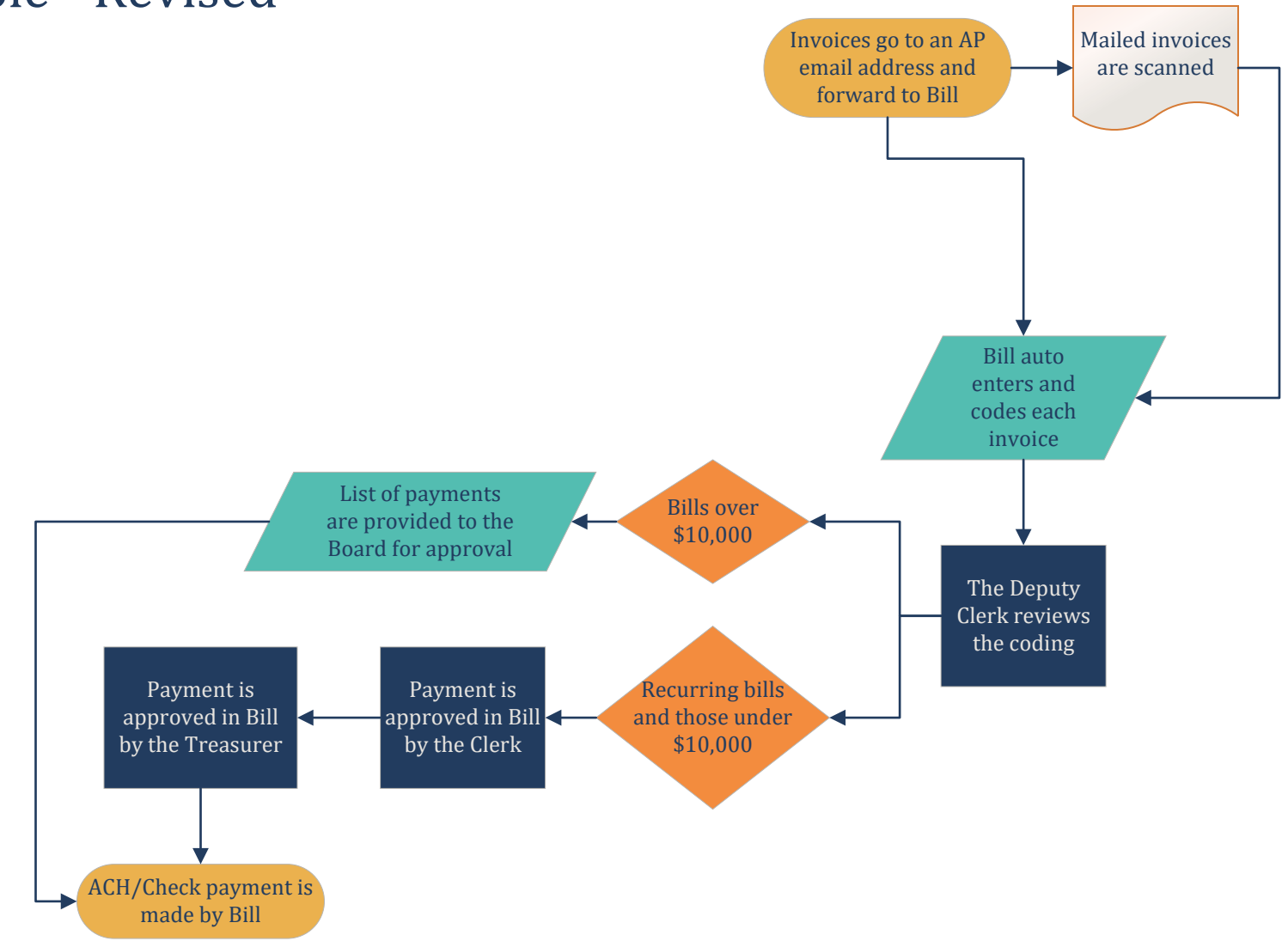
Additional Payroll Notes

- With additional reallocation of duties, the Township would be able to eliminate the 3rd party accounting firm and process payroll internally. The 3rd party accountant's role would therefore be replaced by an internal staff member.

Accounts Payable



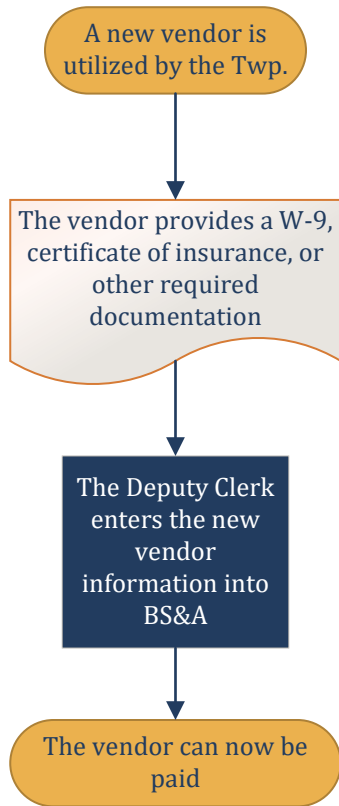
Accounts Payable - Revised



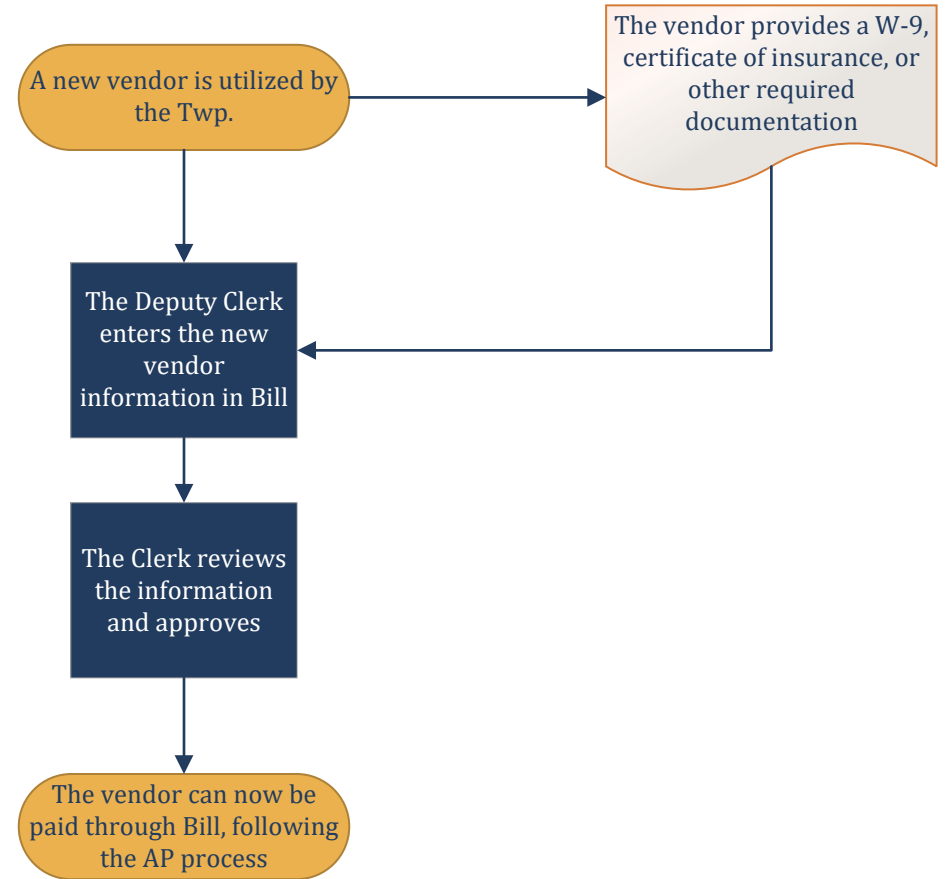
Additional Accounts Payable Notes

- This workflow does not encompass the bidding requirements. Reference the Township's Procurement Policy for those requirements.

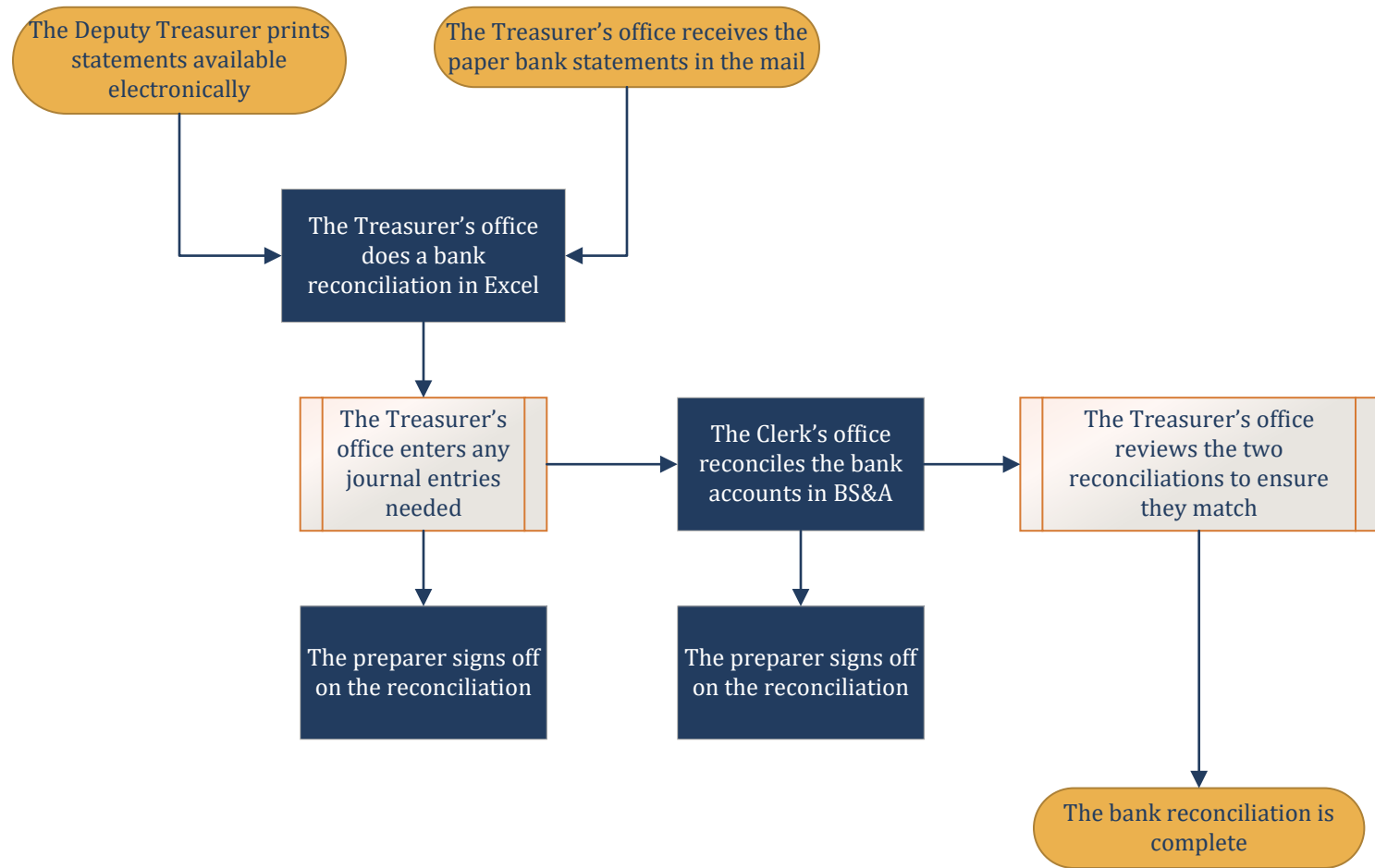
New Vendor Process



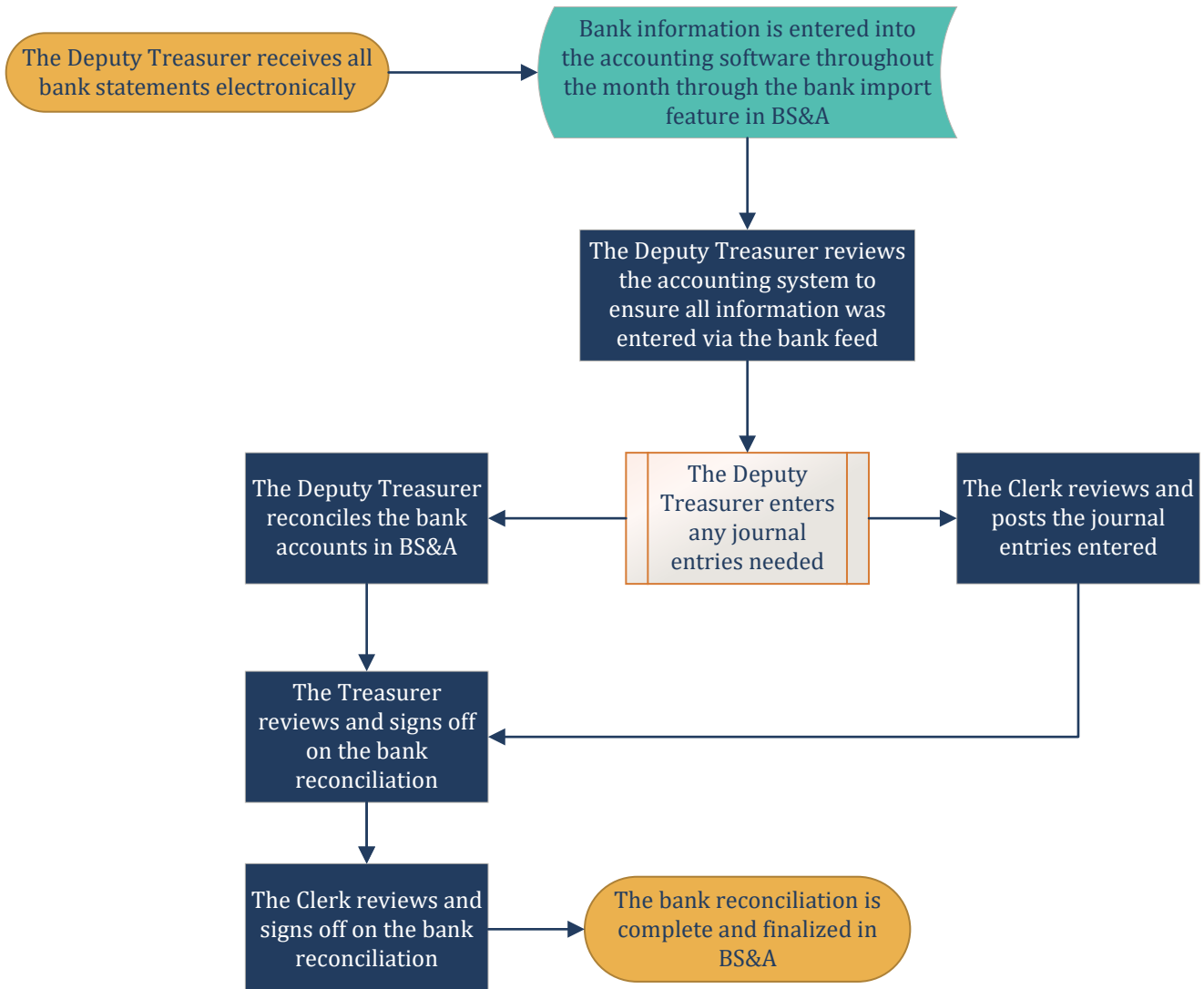
New Vendor Process - Revised



Bank Reconciliation Process



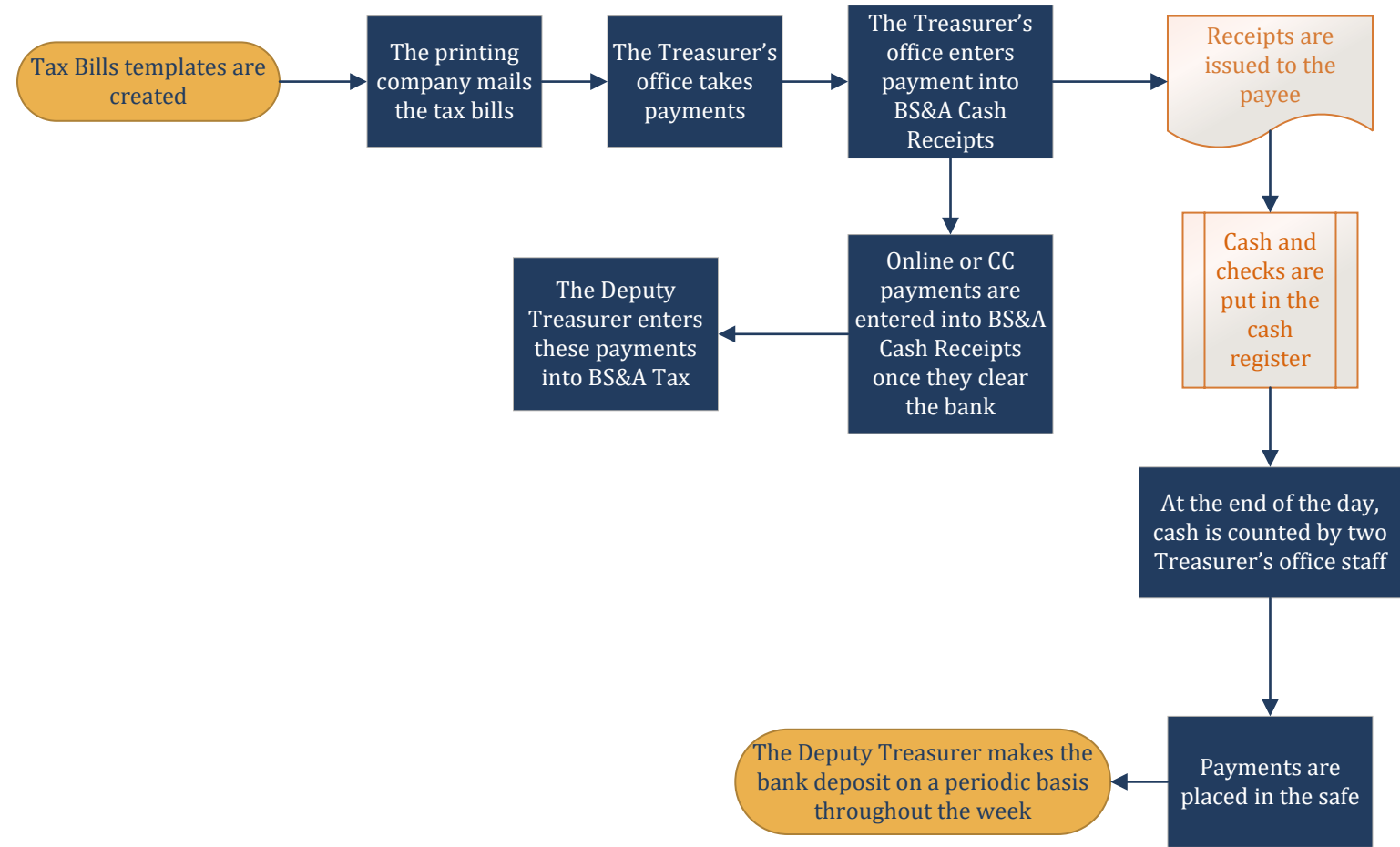
Bank Reconciliation Process - Revised



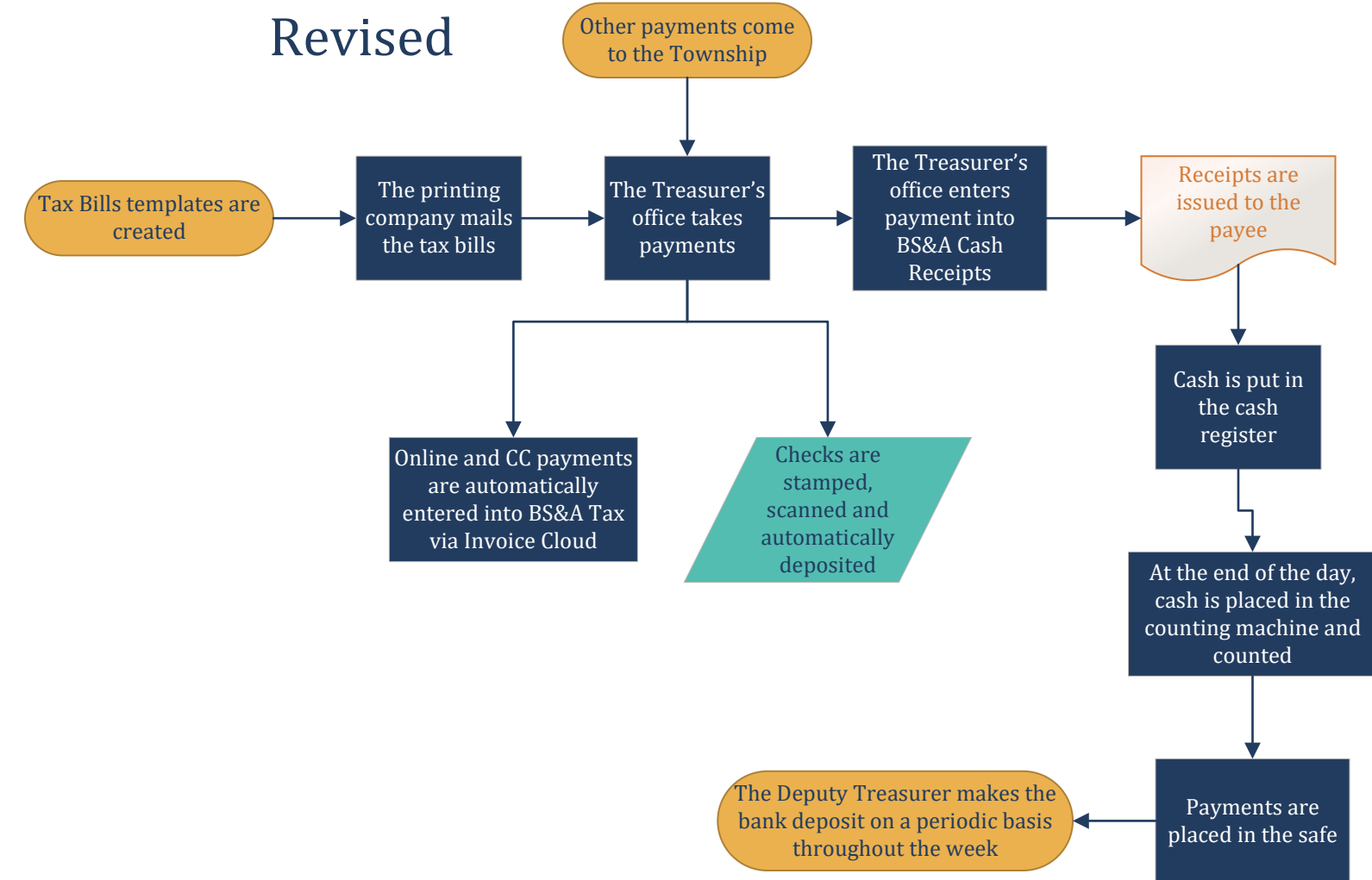
Additional Bank Reconciliation Notes

- Bank reconciliations should be done within two weeks of month end

Tax Collection Process



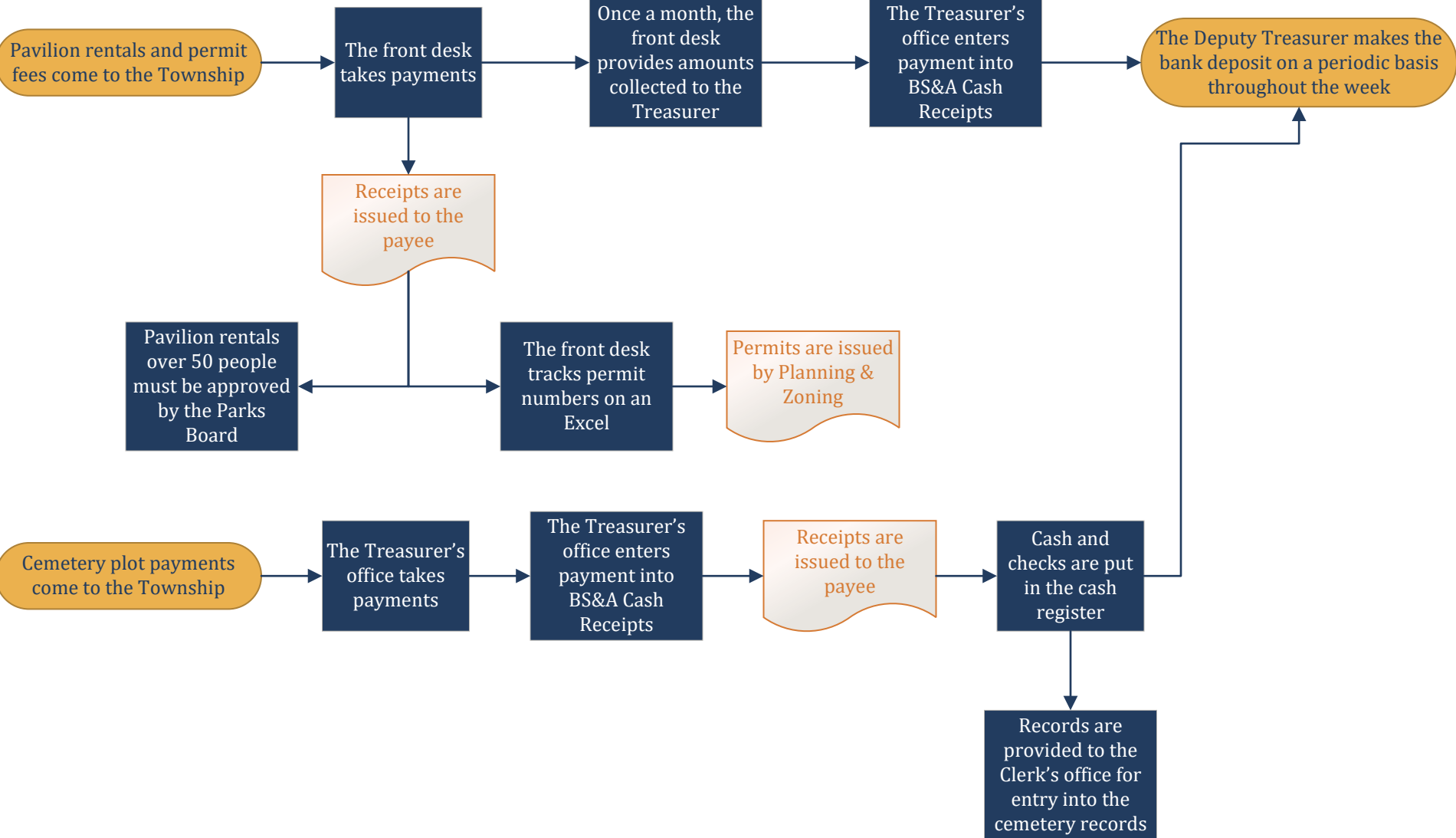
Tax Collection Process - Revised



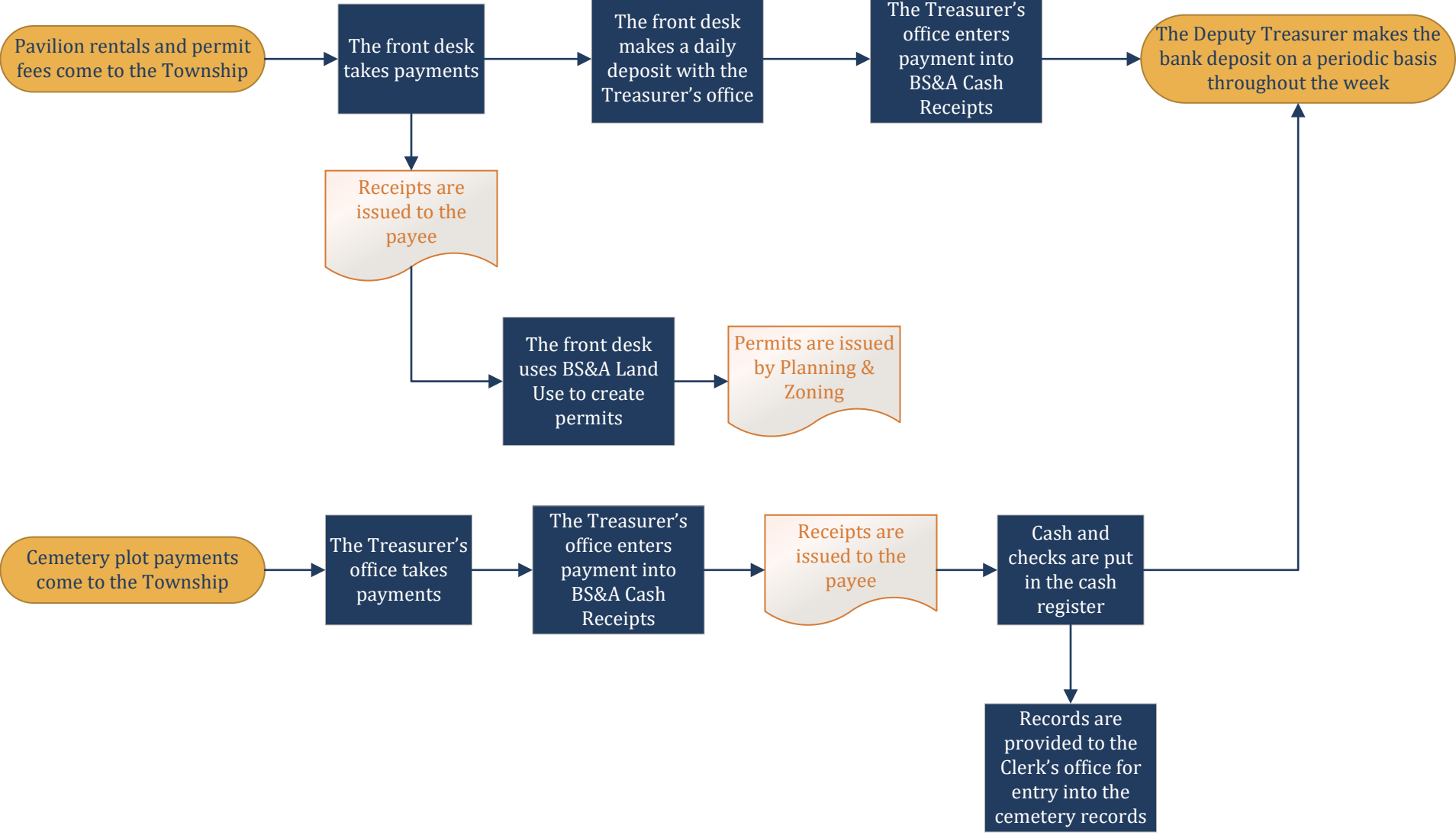
Additional Cash Receipt Notes

- The other cash receipts include permit fees, pavilion rentals, cemetery plot purchases and other misc. payments.

Cash Receipting Process



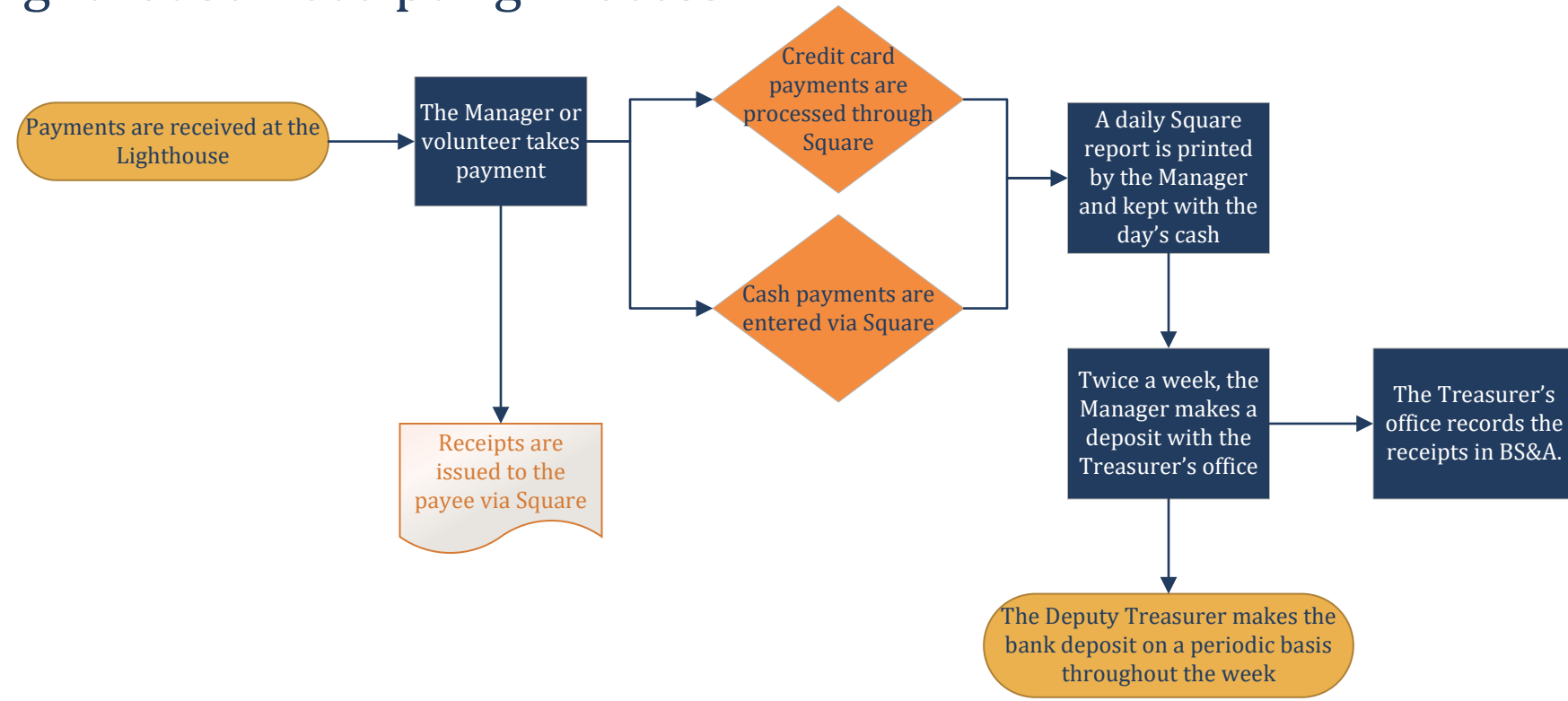
Cash Receipting Process - Revised



Additional Cash Receipt Notes

- The other cash receipts include permit fees, pavilion rentals, cemetery plot purchases and other misc. payments.

Lighthouse Receipting Process



Lighthouse Receipting Process

