



**TOWN OF LOXAHATCHEE GROVES**  
**TOWN COUNCIL MEETING AGENDA**  
**TUESDAY, MARCH , 2016 @ 7:00 P.M.**

**ADDENDUM #1: Item #8a Attachment to Agenda Item Report (AIR)**

*Mayor David Browning (Seat 4)*

*Vice Mayor Ron Jarriel (Seat 1)*

*Councilman Tom Goltzené (Seat 5)*

*Councilman Ryan Liang (Seat 3)*

*Councilman Jim Rockett (Seat 2)*

**Town of Loxahatchee Groves, Florida**  
**Town Council**  
**AGENDA ITEM REPORT AGENDA**  
**MANAGER'S REPORT ITEM NO.8.a.**  
**MEETING DATE: 03/01/2016**

**Traffic:** Staff is working with Minto to draft an agreement between Minto and the Town for the funding

February 24, 2016	No activity on this item
February 10, 2016	No activity on this item
January 26, 2016	No activity on this item
January 12, 2016	No activity on this item
December 29, 2015	No activity on this item
November 25, 2015	Will be setting a teleconference the week of 11/30/2015
November 13, 2015	Emailed bullets and report to G. Webb
October 29, 2015	Provided J. Easton copy of bullet points and report
October 27, 2015	No activity on this item
October 13, 2015	Telephone call to Mr. George Webb, County engineer, and left a message for a return call.
October 8, 2015	Simmons & White submitted an analysis of the traffic light cost (attached) based on the Minto Proposal.
September 29, 2015	The town's traffic engineer should finish the costing during this week and can be available on the agenda of 10/20/2015.
September 1, 2015	Town traffic engineer determining cost for items not included in the Minto proposal. This is needed in order to determine amount of Town funding needed.
August 25, 2015	Received email and will look to analyzing potential cost to implement light at D Road and Okeechobee. Transmitted information to Town Engineer for very preliminary estimates of cost.
August 12, 2015	No activity on this item
July 15, 2015	No activity on this item
June 30, 2015	No activity on this item
May 11, 2015	No activity on this item
April 15, 2015	This office met with representatives from Minto. Discussion points were covered regarding the proposed funding of the traffic control appurtenances for D Road and Okeechobee. Staff will review the information and report progress at the June 16 Town Council meeting.
April 1, 2015	No activity on this item
March 1, 2015	This office has received communication and we are trying to establish a date and time during the week of March 9 <sup>th</sup> .
February 10, 2015	No activity on this item
January 26, 2015	No activity on this item
January 14, 2015	No activity on this item
December 29, 2014	A discussion with Minto's attorney indicated Palm Beach County would agree for the Town and Minto to enter into a funding agreement which may exclude the County.

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**Trails:** 6th Court North from D Road to C Road

February 24, 2016	Project competed
February 10, 2016	Project nearly complete with a minor punch list being completed.
January 26, 2016	Town issued the NTP to WBI CONTRACTING OF PALM BEACH, INC. to remove the damaged culverts, replace and install trail gates. As of this date the project is nearly complete.

**Trails:** Permit to all non-motorized trails

February 24, 2016	No activity
February 10, 2016	No activity on this item
February 8, 2016	Town Council removed trails agenda item and staff requested the LGWCD provide better detail information to Exhibit A of the trail permit

**Trails:** 6th Court North, Red Clover Nursery

February 24, 2016	No activity
February 10, 2016	No activity on this item
January 26, 2016	No activity on this item
January 12, 2016	No activity on this item
December 29, 2015	No activity on this item
October 12, 2015	Preparing scope of project to survey needed property for trails on 6th Court North
October 29, 2015	No activity on this item
September 17, 2015	Met with owners, Denise & Marcel Bosse, of Red Clover Nursery to discuss potential of expanding the trail easement along the northern boundary of their property. The owners were general receptive. I advised the Town would prepare a survey after the Town receives the survey from the LGWCD.

**Culvert Replacement:** West C Road approximately 500' north of Okeechobee Boulevard replacement

February 24, 2016	No activity
February 12, 2016	Town issued an NTP to the lowest most responsive bidder to correct the emergency temporary repair.
February 11, 2016	Three bids received for emergency repair.
February 10, 2016	Prepared bids for replacement of C Road North culvert and contacting owner(s) regarding cost of correction. Bids to be submitted by noon 2/11/2016

**Roads/Culvert Replacement:** Ordered a review of canal bank erosion as a result of the culvert collapse

February 24, 2016	No activity
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February 1, 2016      A report on the road side bank erosion was completed (**report attached**) and submitted to the LGWCD for their consideration and correction. In a verbal conversation with the administrator, the LGWCD is taking the position that no issue exists and no action is required. From a non-engineering perspective, I think mitigation of the collapse should be immediately forthcoming.

**Roads/Culvert Replacement:** Attended a meeting at West C Road and Timberlane to meet the District Administrator and Supervisor

February 24, 2016	No activity
February 10, 2016	No activity
January 26, 2016	Town Council adopted a culvert replacement policy that can be used for this area of concern.
December 29, 2015	No activity on this item

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November 25, 2015      Formulating policy for Council consideration delayed from 11/03/2015 meeting.

October 29, 2015      No activity on this item

October 29, 2015      No activity on this item. Due to return to Council for further consideration.

October 6, 2015      Town Council requested this item for the 10/20/15 agenda for culvert replacement policy postponed to 11/6/15

September 22, 2015      A culvert appears to be collapsed under the road leading into C canal. Property Owners are looking for relief in fixing the culvert and road after the repair. The Town collects gas tax for this road; however, the road is not the same as Compton, Marcella, and Bryan.

**Roads:** Bergeron Land Development has begun road improvements

February 24, 2016      Submitting a contract amendment to provide additional services.  
Road south of Okeechobee have been graded and rocked where needed. 161st was completed Saturday 2/6/2016. B Road graded again on 2/10/2016 due to heavy truck traffic

February 10, 2016

**Roads:** Professional Services Group, LLC (PSG) has begun road improvements

February 24, 2016      At the 2/16/16 Town Council meeting, Council instructed staff to return to the vendor for further negotiations. Based on a 2/22/2016 teleconference, PSG has agreed to settle all claims including a new \$6,000+ claim for additional work. The agreed upon settlement represents a reduction of \$21,661.70. Applied to speed hump this reduces the cost to \$18,439.63 or about \$384 per location. Less than the cost for two other vendors providing this service.

February 10, 2016      Received agreement for mutual termination of services.

January 26, 2016      Safety as a priority, PSG started to provide pavement markings on speed humps. As of this date PSG has completed Town OGEM roads (North A, North C, and South C) for approximately 54 speed humps . Additionally, they have installed about 34 of 60 street signs; everything from turn, stop, speed limit, and other signs. Pavement markings on speed humps on North Road, North D, and F Road will begin in the next week. Finally, PSG will begin a Pilot Program using Asphalt Millings in the next week, weather permitting, on about 1.2 miles of Town Roads which includes road leveling and spreading. Costs for use of asphalt millings including the costs for leveling will not exceed the costs for the per ton charge for road material and labor (\$18.00/ton) currently used on Town Roads.

January 22, 2016      Staff received a complaint regarding speed limit sign as being too fast for her road. She stated that her neighbors wanted her to speak to the Town about removing the sign and possibly replacing it with a 15 or 20 MPH limit.

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Dec-2015

PSG began working on town roads by grading and shaping

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**Roads:** This office met with Angela Hendrichsen Sandoval, P. E., PMP, Section Leader, and Ken Mudd, Resource Professional IV, representing South Florida Water Management District (SFWMD) in reference to a permit the SFWMD issued in 1982 for a road and swale improvement on 43rd. As I understand the purpose of the meeting, SFWMD was looking to determine whether or not the Town would assist them in correcting a deficiency in the road and swale drainage system on the road. The Town will be contacted in the future regarding the next step to be taken to correct the problem.

February 24, 2016	No activity on this item
February 10, 2016	No activity on this item
January 26, 2016	No activity on this item
January 12, 2016	No activity on this item
December 29, 2015	No activity on this item
November 25, 2015	No response as of this date to request for meeting.
November 13, 2015	Email to SFWMD staff to set a meeting.
October 29, 2015	No activity on this item
October 14, 2015	Staff was unable to contact SFWMD to set a meeting to review letter to property owners on 43rd
September 30, 2015	No activity on this item. Staff will reach out to the SFWMD during the week of October 5.
September 7, 2015	No activity on this item
August 12, 2015	No activity on this item
July 15, 2015	No meeting has been set by SFWMD and the Town to discuss the contents of the letter.
June 30, 2015	No meeting has been set by SFWMD and the Town to discuss the contents of the letter.
June 11, 2015	Staff received a proposed letter from SFWMD to the property owners on 43rd
May 27, 2015	Received a telephone call from Ken Mudd regarding a draft letter that will be sent and establishing a meeting date. It is believed the draft letter will be forthcoming in the next week or two.
May 11, 2015	No activity.
April 14, 2015	No activity on this item.
April 1, 2015	No activity.
February 23, 2015	Ms. Hendrichsen Sandoval stated that this office will be notified in advance of a letter will be drafted informing residents of a meeting to discuss the matter.
February 11, 2015	No activity.
January 15, 2015	This office received communication from SFWMD regarding their internal work to plan their path forward. Upon completing their planning effort, they will be in touch with staff.
January 14, 2015	No activity from SFWMD representative

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December 16, 2015      No activity

**Manure Dumping:** We have received report of unauthorized manure dumping within the Town.

February 24, 2016      Received a concern regarding dumping and contacting PBSO

February 10, 2016      We have received no more complaints and no activity from PBSO

January 26, 2016      We have received no more complaints and no activity from PBSO

January 12, 2016      Special detail has been ordered and awaiting further details.

December 29, 2015      We have contact PBSO to implement a targeted effort to put a stop to this activity.

**Purchasing:** Request for Proposals for Debris Monitoring and FEMA Reporting Services.

February 24, 2016      **Recommmed award to Witt O'Brien's LLC**

February 10, 2016      Two proposal received 1 on time and one late. Therefore we are limited to the proposal received this will be on the March 1 agenda for acceptance

January 26, 2016      Advertisement for a new contractor has been advertised  
Town advertised RFP No. 2016-002 RFP Disaster Debris Monitoring Services.  
Sealed proposals must be received no later than 2:00pm on Wednesday, February 10, 2016. Services required are pre-event, post-event, and other necessary debris monitoring services as needed by the Town as a result of a hurricane or other disaster, as required. This is required due to the existing contract expiration.

January 22, 2016

**Purchasing:** Request for Proposals for Code Enforcement Services.

February 24, 2016      **Met with another entity and looking forward to responses**

February 10, 2016      Teleconference with an individual whom may be interested. Setting a meeting for sometime next week.

February 9, 2016      Met with an entity to discuss submittal of a proposal. Waiting for a proposal to be submitted.

January 26, 2016      At the 1/19/2016 Council meeting, Town Council authorized this office to continue its search for code enforcement providers. We have received at least one new name to contact.

January 12, 2016      Contacting some individuals that have expressed an interest and FACE.

December 29, 2015      We are searching for individuals or other sources for this service.

December 21, 2015      **NO RESPONSES** were received for this service.

November 20, 2015      Prepared RFP for code enforcement services. Responses are due December 21, 2015 no later than 2pm.

**Water Utility:** Work to avoid Town residents from paying an extra 10% for potable water service to

February 24, 2016      **No activity on this item**

February 10, 2016      No activity on this item

February 10, 2016      No activity on this item

January 26, 2016      No activity on this item

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January 12, 2016	No activity on this item
December 29, 2015	No activity on this item
November 25, 2015	No activity on this item
November 13, 2015	Teleconference with Ed Lowrey; teleconference with Shannon LaRoque RE: funding and large user agreement.

**Financial Software Implementation:** Financial Edge software implementation

February 24, 2016	Staff continues to push the project forward; however, there have been months of inactivity due to Town Council actions. The attached report reflects tasks and items completed or yet to be completed before full implementation can occur
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**Unauthorized living structures:** Pursuant to Town Council instruction, staff initiated action against

February 24, 2016	No activity on this item
February 10, 2016	Staff has contact the Health Department again regarding this location
January 26, 2016	Staff reported to the Health Department that several RV's are located on the property and the Department should investigate.
January 12, 2016	No activity on this item
December 29, 2015	No activity on this item
November 25, 2015	No activity on this item
October 29, 2015	No activity on this item
October 14, 2015	No activity
July 29, 2015	His legal counsel has been advised that documents he requested copies of are available. We have had no response.
July 15, 2015	A lien has been filed on this property.
June 30, 2015	Attorney for Mr. Cherney reviewed documents; however, he continues to request additional time and information
May 29, 2015	Attorney for Mr. Cherney reviewed documents; however, he was unable to finish his review
May 11, 2015	Staff is working to complete a public records request relative to this case as of May 11, 2015.
May 5, 2015	Staff began the survey and will finish and work to prepare a report for either the April 21, or May 5, 2015, agenda. Additionally, staff has proceeded with various actions on other properties initiated by individuals.

**Roads:** B Road Improvement

February 24, 2016	Attorney and Manager meeting to review responses, bid results, and multi-party agreement for the construction of B Road improvements.
February 10, 2016	Pre-bid conference held and waiting for questions and answers.
January 26, 2016	Advertisements for contractors was advertised in the Palm Beach Post and on the Town's web site.

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December 29, 2015 Per discussion with Randy Wertepny, Town Engineer, significant progress has been made in the design and permitting portion of the improvement. We will receive an update of their progress at the next Town Council meeting. Bid documents are nearing completion which will facilitate meeting the completion date.

**Roads:** Folsom Road Traffic Calming

February 24, 2016	No activity on this item
February 10, 2016	No activity on this item
January 26, 2016	No activity on this item
January 12, 2016	No activity on this item
December 28, 2015	Email to Johnnie Easton requesting schedule.
November 25, 2015	No activity on this item
July 21, 2015	This matter is being scheduled for the next available Planning and Zoning Committee for discussion.
July 15, 2015	No activity to report
June 8, 2015	No activity to report
June 3, 2015	Provided information to the Town planner for thoughts and comments.

**3. ATTACHMENTS**

Financial Software Project Plan

**4. FINANCIAL IMPACT**

Not applicable.

**5. RECOMMENDED ACTION**

Motion to receive and file report.

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
<b>PREPARE</b>	Scheduled
Onboarding	Completed
Distribution	
Pre-consultation survey	Completed
Completion	
Return Survey(s)	Completed
Accompanying support, reports, documents, etc.	Completed
<u>Schedule</u> users for <b>Product Training</b>	
Financial Edge: Fundamentals-Overview	Completed
*Additional trainings to follow	
Kick-Off Call	Completed
Call Scheduled after Onboarding completed	Completed
Hold a project Kick-Off call	Completed
Confirm the agenda for the project work	Completed
Review Timeline	Completed
Review completed pre-consultation survey	Completed
Review Blackbaud.com/Hosting	Completed
Review Training	Completed
Discuss On-site Trainings/Options	Completed
Review Imports	Completed
Application <b>Credentials</b>	Not Scheduled
Review Hosting Security	
<a href="#">Blackbaud Hosting Services</a>	Completed
<a href="#">How to add or remove a Blackbaud Hosting Services user</a>	Completed
<a href="#">What are the Blackbaud Application Hosting user groups?</a>	Completed
Create/Update Blackbaud Hosting Credentials	
FE Users	Completed
Confirm SQL Hosting version	Not Scheduled
Prepare <b>Imports</b>	Completed
One-hour, import check-in call	Completed
System Configuration & Administration	
<u>User Groups</u>	Completed
<u>Users</u>	Completed
General Ledger	
<u>Grants</u>	Completed
<u>0 - Ending Balances</u>	Completed
<u>1 - History</u>	Completed
<u>2 - History</u>	Completed
<u>Current Year History</u>	Completed
<u>Other Lists</u>	Completed
<u>Budget</u>	Completed
Accounts Payable	
<a href="#">Bank Information</a>	Completed
<a href="#">Outstanding Checks</a>	Completed
<a href="#">AP Vendor</a>	Completed
<a href="#">AP Open Invoices</a>	Completed
Accounts Receivable and Misc. Cash Receipts	
<u>AR Client</u>	Completed
Payee Relationships	Completed
Client Beginning Balances	Completed

## The Financial Edge Implementation Project Plan, v 1.05

### 2/18/2016

Task	Status
<a href="#">AR Flat Rate Item</a>	Completed
<a href="#">AR Product</a>	Completed
<a href="#">AR Per Usage Item</a>	Completed
<a href="#">AR Refund Item</a>	Completed
<a href="#">AR Finance Charge</a>	Completed
<a href="#">AR Sales Tax Item</a>	Completed
<a href="#">AR Invoices</a>	Completed
<a href="#">AR Charges</a>	Completed
Fixed Assets	
<a href="#">Asset Records</a>	Completed
<a href="#">Asset Acquisitions</a>	Completed
<a href="#">Accumulated Depreciation</a>	Completed
<b>DESIGN</b>	<b>Not Scheduled</b>
Prepare for Design Session	Completed
Financial Edge: Fundamentals-Overview	Completed
Design Phase Review	Completed
Review: GL Design	Completed
Review: Project Plan	Completed
Notify Blackbaud when above tasks complete	Completed
Schedule Design Call	<b>Past Due</b>
Design Session	Completed
Review Imports	Completed
Design Session	
Review current processes	Completed
Discuss existing Chart of Accounts structure	Completed
Review Sample Reports	Completed
Design General Ledger	
Discuss Chart of Accounts design incl. projects, grants, and endowments	Completed
Discuss GL fund structure and closing methods	Completed
Discuss query and reporting needs	Completed
Design Subsidiary Modules and Process Review	Completed
Budget Management	Completed
Allocation Management	Completed
F9	Completed
Accounts Payable	Completed
Purchase Orders: WebPurchasing/WebInvoicing	Completed
Accounts Receivable and Misc. Cash Receipts	Completed
Fixed Assets	Completed
Design ADD-ON Modules and Process Review	
3 Year GL History	Completed
Finalize Design	<b>Upcoming</b>
Provide Overview of <b>Design Decisions</b>	Completed
Review design decisions	Completed
Sign Off On design decisions	Completed
Prepare a <b>Project Plan and Timeline</b>	Completed
Review project plan timeline	<b>Past Due</b>
Sign Off on project plan and timeline	<b>Past Due</b>
Order Check Stock from Blackbaud Forms	Not Scheduled
Schedule Trainings for Testing	Not Scheduled
Schedule Mid-Project Check-In Call	Not Scheduled
Create new database	Not Scheduled
<b>BUILD</b>	<b>Not Scheduled</b>

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
General Ledger	Not Scheduled
<b>General Ledger</b>	
Business rules	Not Scheduled
Posting Information	Not Scheduled
Queries and exports (up to 4 each), if applicable	Not Scheduled
Dashboard Reports (up to 1), if applicable	Not Scheduled
Standard Visual Chart Organizer	Not Scheduled
Standard Balance Sheet and Income Statement (up to 1 each)	Not Scheduled
Configure two processing queues, if applicable	Not Scheduled
Recurring journal entry templates, if applicable	Not Scheduled
Projects and Transaction Codes	Not Scheduled
Fiscal Years	Not Scheduled
Fund Structure with closing methods and balancing requirements	Not Scheduled
Account Categories	Not Scheduled
Account Segments	Not Scheduled
IMPORT REVIEW/TWEAKS <b>[RED tabs in this Excel, hyperlink below]</b>	
<a href="#">Account Structure</a>	Completed
<a href="#">Funds</a>	Completed
<a href="#">Account Codes</a>	Past Due
<a href="#">Segment</a>	Completed
<a href="#">Complete Accounts</a>	Past Due
<a href="#">Mapping File</a>	Past Due
Projects	Completed
T-Code	Completed
Grants	Completed
<a href="#">0 - Ending Balances</a>	Past Due
<a href="#">1 - History</a>	Completed
<a href="#">2 - History</a>	Completed
<a href="#">Current Year History</a>	Completed
Budget Management	Scheduled
Build 1 budget scenario	Past Due
IMPORT REVIEW/TWEAKS <b>[light RED tabs in this Excel, hyperlink below]</b>	
<a href="#">Budget</a>	Completed
Allocation Management	Not Scheduled
F9	Not Scheduled
Link F9 to 1 Financial Edge database	Scheduled
Review current reports, processes, and structure and work with client to determine best approach	Scheduled
Work with client to create up to 3 reports in F9	Scheduled
Provide end user training on F9 to include:	
Introduction to F9	Scheduled
GL Formula	Scheduled
GL Formula Parameters	Scheduled
Other F9 Functions	Scheduled
Report Wizard/Design	Scheduled
GL Wizard	Scheduled
Distributing F9 Reports	Scheduled
Accounts Payable	Not Scheduled
Interfund Sets	Not Scheduled
Terms (up to 2)	Not Scheduled
Bank Accounts (up to 2) including:	Not Scheduled
Bank Information	Not Scheduled
Payment Information, including EFT	Not Scheduled
Cash Management and Adjustments to complete reconciliation of system go live	Not Scheduled
Configure up to 5 expense categories for WebInvoicing	Not Scheduled
Configure My Account settings for up to 2 users	Not Scheduled

Through  
12/31/2015

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
Configure up to 5 approval rules	Not Scheduled
IMPORT REVIEW/TWEAKS <a href="#">[BLUE tabs in this Excel, hyperlink below]</a>	
<a href="#">Bank Information</a>	Completed
<a href="#">Outstanding Checks</a>	Not Scheduled
<a href="#">AP Vendor</a>	Not Scheduled
<a href="#">AP Open Invoices</a>	Not Scheduled
Purchase Orders	Completed
WebPurchasing	
Products and Product Categories	Completed
Miscellaneous Line Items	Completed
One purchase order template	Completed
Demonstrate purchasing and encumbrance process	Completed
Demonstrate creating asset record through purchasing	Completed
WebPurchasing distributions	Completed
Approval rules (up to 5)	Completed
WebInvoicing	
Expense Categories	Completed
5 User accounts in WebInvoicing	Completed
Demonstrate creating an invoice record through process	Completed
WebInvoicing distributions	Completed
Approval rules (up to 5)	Completed
Accounts Receivable and Misc. Cash Receipts	Completed
Products/ Billing Items	Completed
Statement Information	Completed
Interfund sets	Scheduled
Invoice and Statement parameters (one each)	Completed
IMPORT REVIEW/TWEAKS <a href="#">[ORANGE tabs in this Excel, hyperlink below]</a>	
<a href="#">AR Client</a>	Completed
Payee Relationships	Completed
Client Beginning Balances	Completed
<a href="#">AR Flat Rate Item</a>	Completed
<a href="#">AR Product</a>	Completed
<a href="#">AR Per Usage Item</a>	Completed
<a href="#">AR Refund Item</a>	Completed
<a href="#">AR Finance Charge</a>	Completed
<a href="#">AR Sales Tax Item</a>	Completed
<a href="#">AR Invoices</a>	Completed
<a href="#">AR Charges</a>	Completed
Fixed Assets	Not Scheduled
Build Wrap-up	Not Scheduled
Review built database before testing	Not Scheduled
Review signing into Hosting	Not Scheduled
Deliver test database to Hosting	Not Scheduled
<b>TRAINING &amp; TESTING</b>	Not Scheduled
Complete remaining Trainings during Testing	Not Scheduled
General Ledger Data Entry	Not Scheduled
General Ledger Data Analysis	Not Scheduled
Accounts Payable Data Entry	Not Scheduled
Accounts Payable Data Processing	Not Scheduled
Accounts Receivable	Not Scheduled
Fixed Assets	Not Scheduled
Best Practices	Not Scheduled
Financial Edge Onsite Training	Completed
Testing	Not Scheduled
Database testing - <b>The Customer is responsible for determining the processes and reports that are critical to their organization. Examples are listed below</b>	

## The Financial Edge Implementation Project Plan, v 1.05

### 2/18/2016

Task	Status
Historical Transactions	
Confirm Historical Data	Not Scheduled
Validate and Post Historical Batches	Not Scheduled
Financial Reporting	
Develop financial reporting formats (VCO)	Not Scheduled
Statement of Financial Position	Not Scheduled
Statement of Activities	Not Scheduled
Budget to Actual Reporting	Not Scheduled
General Ledger	
Review Create Manual Journal Entries	Not Scheduled
Review Post journal entry batches	Not Scheduled
Review Delete/Reverse/Copy journal entry batches	Not Scheduled
Review Add/Edit Delete Accounts	Not Scheduled
Review Reports - Balance Sheet, Income Statements, Trial Balance	Not Scheduled
Budget Management	
Create Budget Scenario	Not Scheduled
Import budget data	Not Scheduled
Review Budget Management Tools	Not Scheduled
Allocation Management Functions	
Discuss the differences in distributions and allocations, and assist with setup of distribution sets if applicable (up to 5)	Not Scheduled
Provide assistance building recurring journal entries for recurring distributions, if applicable (up to 3)	Not Scheduled
Assist with building allocation reports (up to 4)	Not Scheduled
Demonstrate process for calculating and posting one allocation	Not Scheduled
Accounts Payable Functions	
Review Web Portal Functionality (if applicable)	Completed
Review Add/Edit/Delete Vendor Record	Not Scheduled
Review Add/Edit/Delete Vendor Invoices	Not Scheduled
Review Pay invoices and print checks	Not Scheduled
Review Void vendor payment and delete open invoice	Not Scheduled
Review Void and purge vendor check	Not Scheduled
Import Outstanding Checks	Not Scheduled
Accounts Receivable Functions	
Review Add/Edit/Delete Client Record	Completed
Review Add/Edit/Delete Billing Items	Completed
Review Add/Edit/Delete Payments	Completed
Review Application of Payments	Completed
Review Print client statements	Completed
Review Reports - Aged Receivable, Transaction List	Completed
Fixed Assets Functions	
Calculate depreciation	Not Scheduled
Create at least three fixed asset reports	Not Scheduled
Enter a new fixed assets from purchase orders	Not Scheduled
Post to General Ledger	
Submit Changes Document and sign-off to Consultant	Not Scheduled
Send e-mail confirmation of historical postings	Not Scheduled
Update Database	Not Scheduled
<b>LIVE &amp; PROJECT CLOSURE</b>	Not Scheduled
<u>LIVE Checklist</u>	Not Scheduled
Live Support	Not Scheduled
Outstanding Build Deliverables	Not Scheduled
Project Closure	
Perform Bank reconciliation	Not Scheduled
Project Closure e-mail	Not Scheduled
Create and invite users to NXT	Not Scheduled
NXT review	Not Scheduled

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
Remove Blackbaud Consultant as user	Not Scheduled
<b>PARTNER PROJECTS</b>	Completed
PaperSave Advanced Budget Management CounterPoint	