

Summary of Action Items for Financial Operations Town of Hudson, MA

Items on this sheet are listed in the order of priority.

All Action Items listed as part of this summary have a supporting Action Item Planning sheet.

Please refer to the individual detailed worksheets to gain a better understanding of the tasks being worked on to achieve completion of this item.

Green = Completed task

Red = High priority

Yellow = Ongoing work being done

Black = Not being addressed at this time

As of: 11/01/2025

Action Item:	Department Responsible:	Next Immediate Step:	Projected Deadline:	Supervisor Oversight:	Completed Date:
Payroll Processing	Treasurer/Collector with Town Departments	Continuing with new payroll processing has been working well for the past several weeks. Hire permanent Benefits and Payroll Coordinator.		Neil Vaidya	11/01/2025
Accounts Payable (AP) Processing	Town Departments and Finance Team	Processing of current warrants and checks going out as scheduled. Work to resolve outstanding issues with select invoice submissions.		Neil Vaidya	11/01/2025
Hudson Light and Power (L & P) Fund Management Review	Hudson Light and Power, Treasurer Collector and Accounting	Complete outstanding warrant submissions. Hire a consultant to assist in the reconciliation requirements for HL&P financial submissions. Continue to improve transfer wire processing. Meet weekly to create a more effective working relationship.		HLPD, Neil Vaidya	11/01/2025
Town Financial Management System (MUNIS) Questions/Concerns	Information Technology and Accounting	Distribute contact lists to all affected users for tiered response to issues, inquiries, and change requests. Distribute post-launch system survey. Continue with current tiered response system for MUNIS tasks and requests. Begin to evaluate Phase 2.		Neil Vaidya	11/01/2025

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Credit Card Issuance and Usage Policies, and Account Limits	Accounting with Town Departments (as applicable)	Increase limit for school's credit cards through January 2026. Change to credit card payment process. Work on updating policies for credit cards.		Neil Vaidya	11/01/2025 11/01/2025
Benefits Enrollment Procedures	Benefits Specialist within the Treasurer Collector, with Town Departments (as applicable)	Conduct meetings with stakeholders regarding improvement of processing benefits requests. FSA submissions will continue to be overseen jointly by Finance Director and Benefits and Payroll Coordinator.		Neil Vaidya	11/01/2025
Finance Department Personnel Review	Treasurer Collector, Assessors and Accounting	Hiring of Interim Treasurer Collector. Appointment of Asst. Treasurer Collector. Appointment of Benefits and Payroll Coordinator Determine cross training functions across personnel.		Neil Vaidya Executive Asst. office	11/01/2025
Cash Reconciliation and Year End Submissions (Balance Sheet)	Treasurer Collector and Accounting	FY24 cash reconciliation issue – being reviewed and reconciled with Accounting. Completion of balance sheet for FY24 and submission to DOR.		Neil Vaidya	

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Schedule A Year End Completion and Submission	Treasurer Collector and Accounting	FY24 Schedule A completion and submission to DOR, following submission of the FY24 Balance Sheet.		Neil Vaidya	
Town Financial Audit Firm and Completion of Town Audits	Treasurer Collector, Assessors and Accounting	Terminate CBIZ contract. Engagement letter with new auditing firm. Completion of FY23 audit. Completion of FY24 audit.		Neil Vaidya and Town Manager	11/01/2025 11/01/2025
Operations Review of the Finance Department	Town Manager	Investigate DLS resources available.			

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