



TOWN OF SOUTHAMPTON

CAPITAL BUDGET

Project Summary

Project #	DF 001			
Title	Capital Fund Project Management			
Asset Type	Other Capital Improvement			
Department	Comptroller			
Budget Year	2011			Active <input checked="" type="checkbox"/>
Version Name	Adopted			
Budget Status	Adopted Budget			

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TOWN OF SOUTHAMPTON

CAPITAL BUDGET

Project Summary

Project #	DF 11.1
Title	Financial Systems (Govern, Beach Traq, and Class systems automa
Asset Type	Computer Software
Department	Comptroller
Budget Year	2011
Version Name	Preliminary
Budget Status	Adopted Budget
	Active <input checked="" type="checkbox"/>

Project Description				Project Comments			
This Project Seeks to increase productivity in the Comptroller's Office by integrating and automating the entry of Govern, Beach Traq, and Class Systems with Great Plains. Integrating and automation of this process will enhance financial controls and assist in reconciliations.							
Version Description				Version Comments			
Project Forecast				Project Detailed 2011			
Year	Total Expense	Total Revenue	Difference	GL Acct	Description	Total Amount	
2011	24,500	24,500	0	Expense			
	<u>24,500.00</u>	<u>24,500.00</u>	<u>0.00</u>	6300	Computer Technology	<u>24,500</u>	
						Total Expense:	24,500
				Revenue			
				5710	Bond	<u>24,500</u>	
						Total Revenue:	24,500
Related Projects				Operating Budget Impact			
Project Description				Effective Date	Exp/(Rev)	FTE Impact	
Year Identified	Start Date	Project Partner	Manager	Est. Completion Date			
2009	August 01, 2009	Paula Pobat	Kathy Scott	December 31, 2011			

Project DF 11.1 - Details for Budget Year 2011

Project DF 11.1 **Title** Financial Systems (Govern, Beach Traq, and Class systems automation) **Locked** No
Asset Type Computer Software **Department** Comptroller
Start Date August 01, 2009 **Completion** December 31, 2011 **Year Identified** 2009
Manager Kathy Scott **Partner** Paula Pobat

Regions
Description This Project Seeks to increase productivity in the Comptroller's Office by integrating and automating the entry of Govern, Beach Traq, and Class Systems with Great Plains. Integrating and automation of this process will enhance financial controls and assist in reconciliations.

Comments

Budget Version Details

Locked No
Active Y

Budget Year 2011 **Version** Preliminary
Status Adopted Budget
Description
Comments

Expense

Account	Description	2009	2010	2011	2012	2013	2014	2015	2016
6300		\$0	\$0	\$24,500					
	Total Expense	\$0	\$0	\$24,500					

Revenue

Account	Description	2009	2010	2011	2012	2013	2014	2015	2016
5710		\$0	\$0	\$24,500					
	Total Revenue	\$0	\$0	\$24,500					

Ranks

Description **Value** **Comment**

Operating Budget Impact

Effective Date **Account** **Type** **Amount** **FTE Impact**

Related Projects

Project **Title** **Description** **Year** **Version**



TOWN OF SOUTHAMPTON

CAPITAL BUDGET

Project Summary

Project #	DF 11.3			
Title	Automation of Vendor Payments (EFT)			
Asset Type	Computer Software			
Department	Comptroller			
Budget Year	2011			Active <input checked="" type="checkbox"/>
Version Name	Preliminary			
Budget Status	Adopted Budget			

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Project DF 11.3 - Details for Budget Year 2011

Project DF 11.3 **Title** Automation of Vendor Payments (EFT) **Locked** No
Asset Type Computer Software **Department** Comptroller
Start Date January 01, 2011 **Completion** December 31, 2011 **Year Identified** 2010
Manager Kathy Scott **Partner** Paula Pobat

Regions

Description This project will automate payments to vendors by implementing the Electronic Funds Transfer module in the Great Plains Financial Management Software. Currently the overwhelming majority of the Town's vendors are paid with a physical check that is printed and then mailed to the vendor. The printing and mailing of checks is a labor intensive activity that costs the Town approximately \$3,500 each year in terms of postage, printing and check stock. Implementing an electronic payment system will result in the Town paying vendors more efficiently while reducing the Town's associated costs.

Comments

Budget Version Details

Budget Year 2011 **Version** Preliminary **Locked** No
Status Adopted Budget **Active** Y

Description

Comments

Expense

Account	Description	2009	2010	2011	2012	2013	2014	2015	2016
6300		\$0	\$0	\$15,000					
	Total Expense	\$0	\$0	\$15,000					

Revenue

Account	Description	2009	2010	2011	2012	2013	2014	2015	2016
5710		\$0	\$0	\$15,000					
	Total Revenue	\$0	\$0	\$15,000					

Ranks

Description **Value** **Comment**

Operating Budget Impact

Effective Date **Account** **Type** **Amount** **FTE Impact**



TOWN OF SOUTHAMPTON

CAPITAL BUDGET

Project Summary

Project #	DF 11.4			
Title	Automation of AFRUD			
Asset Type	Computer Software			
Department	Comptroller			
Budget Year	2011			Active <input checked="" type="checkbox"/>
Version Name	Preliminary			
Budget Status	Adopted Budget			

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Project DF 11.4 - Details for Budget Year 2011

Project DF 11.4 **Title** Automation of AFRUD **Locked** No
Asset Type Computer Software **Department** Comptroller
Start Date January 01, 2011 **Completion** December 31, 2011 **Year Identified** 2010
Manager Kathy Scott **Partner** Paula Pobat

Regions

Description This project seeks to automate the AFRUD. The AFRUD is a document maps the Town's chart of accounts to reporting categories established by New York State and this document is mandated by New York State. Historically the Town has hired outside consultants, which cost between \$15,000 and \$45,000, to complete this time consuming process.

Comments

Budget Version Details

Locked No
Active Y

Budget Year 2011 **Version** Preliminary

Status Adopted Budget

Description

Comments

Expense

Account	Description	2009	2010	2011	2012	2013	2014	2015	2016
6300		\$0	\$0	\$20,000					
	Total Expense	\$0	\$0	\$20,000					

Revenue

Account	Description	2009	2010	2011	2012	2013	2014	2015	2016
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	Total Revenue	\$0	\$0	\$20,000					

Ranks

Description **Value** **Comment**

Operating Budget Impact

Effective Date **Account** **Type** **Amount** **FTE Impact**

Related Projects

Project **Title** **Description** **Year** **Version**