

## Boys & Girls Club of Greater Gardiner Implementation Plan

<b>SYSTEM</b>	<b>TASK</b>	<b>TIMELINE</b>	<b>PARTY RESPONSIBLE</b>
<b>PERSONNEL</b>	Employment agreements	May 5, 2008	Ingrid/Board
	Personnel Handbook, Job Descriptions and Organizational Chart	April 7, 2008	Approved by the Board at the April 7, 2008
	Employees Complete Benefit Applications	May 5, 2008	Ingrid/Dawna
	Benefit applications submitted to BGCWAIT for June 30 start	June 2, 2008	Ingrid/Paula
	3% Retirement Meetings with Employees	May 2008	Ingrid/Board
	3 General Unit positions to be eliminated ~ Letter to the General Unit	May 2008	City
	Transition Employees to BGC City pays out employees	June 27, 2008 June 27, 2008	City City
<b>ACCOUNTS PAYABLE</b>	Quickbooks	July 1, 2008	Paula/Ingrid/Budget & Finance Committee
	Vendor applications complete and approved	May 5, 2008	Paula

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<b>ACCOUNTS RECEIVABLE</b>	Quickbooks	July 1, 2008	Paula/Ingrid/Budget & Finance Committee
	Town Partnerships Pittston and West Gardiner Town Meetings Approved Funding	March 2008	Ingrid/Board
<b>PAYROLL</b>	Quickbooks	July 9, 2008	Paula/Ingrid Quickbooks live online support
	Payroll checks cut for week of June 30 – July 4, 2008		Paula
<b>INSURANCES</b>	Applications completed with Gosline-Murchie for	May, 2008	Ingrid/Dawna
<b>GRANTS</b>	Community Learning Center \$299,990 Requested	RFP April 11, 2008 May 2008 awards announced	Ingrid submitted
	12-15 year old \$40,00 per year	RFP February 2008	Proposal Awarded March 31, 2008
	Subsidized Slots change fiscal agent from City to BGCGG	June 30, 2008	Ingrid/Paula
	Food Program change fiscal agent from City to BGC	June 30, 2008	Ingrid/Paula

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<b>RESERVE/ASSETS</b>	YTD – April 2008		Ingrid/Paula
	City Corporation	\$7,744 \$74,637	
	City Reserve as of 7/1/07	\$13,602	
	Total Cash	\$82,381	
	Line of credit - \$276,00 in place with Gardiner Savings	Complete	Ingrid/Board
	Own Pray Street Appraised value \$368,000	Complete	Ingrid/Board
	Own 8.5 acres of land Appraised value \$220,666	Complete	Ingrid/Board
<b>BANK ACCOUNTS</b>	Savings and checking established at GSI	Complete	Ingrid/Paula
<b>FINANCIAL</b>	08/09 Budget	April 7, 2008	Board approval on April 7, 2008
	City Budget Request to City Manager	March 2008	Ingrid
	City Budget Request to City Council	May 14, 2008	Ingrid/Jeff
	5 year strategic plan and capital improvement plan	September 2008	Ingrid/Board

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<b>GOVERNANCE</b>	Bylaws	June 2008	Board
	Board Composition	June 2008	Executive Committee
<b>CITY COUNCIL</b>	Implementation Plan reviewed and approved	Dec. 5 Council meeting	Jeff/Ingrid
	08/09 Financial Review	March 15, 2008	Jeff/Ingrid
	Review contract for services	March 15, 2008	Jeff/Ingrid/Board
	Approve contract for services	May 2008	Jeff/Council
	Final Council Action on elimination of the Recreation Enterprise Account	June 2008	Council