

**Subject:** Modernization Grant Phase 2 Corporate Services  
Automation Review

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report # 2022-0023-  
Corporate Services – Modernization Grant Phase 2 Report, for  
information;**

**AND THAT Council receive the Corporate Services Functions Review  
for Automation of Processes Report, for information;**

**AND THAT Council approve the posting of this report on the Town of  
Pelham website as required by the grant agreement.**

**Background:**

The Town of Pelham has received grant funding from the Modernization Grant Phase 2 for the following objectives:

1. Identify Corporate Services functions and processes that can be streamlined, integrated and automated
2. Recommend technical and/or software requirements for the integration and automation of processes
3. Recommend implementation plan for automation of processes

**Review and analyze Corporate Services functions and recommend areas of automation including:**

- 1) Payroll Automation
- 2) Month-End Close Process
- 3) Internal Controls Testing & Risk Assessment
- 4) Bank Reconciliation
- 5) Procure-to-Pay process (A/P, P.O., invoice matching, etc.)

- 6) Automation of Capital Budget Book
- 7) Data mining of procurement Cards
- 8)Address look up automation: utility bills
- 9)Automation of invoice payment and go paperless

### **Expected Outcomes of the Review:**

The review provides recommendations for automation and digitization that will streamline workflow and routine functions that are repetitive.

This grant requires the consultant report to be posted on the Town's website after Council's approval to post on the website.

### **Analysis:**

The report has met the objectives of providing recommendations for automation in Corporate Services processes. The consultants have reviewed various software programs to help in the automation.

This report is required in order for the Town to apply for the implementation grant funding for the Modernization Grant Phase 3. This grant application was submitted on October 19, 2021 in the amount of a minimum grant of \$195,000 and maximum grant of \$328,500.

### **Financial Considerations:**

The total funding received is \$143,505. The consultant cost is \$144,500. Therefore, the \$995 is funded by budget dollars in the Corporate Services operating budget.

### **Alternatives Reviewed:**

N/A

### **Strategic Plan Relationship: Financial Sustainability**

This report is critical since it reviewed the current processes and how they are currently being done; it provided recommendations for automation in order to be more efficient with staff time.

### **Consultation:**

Town staff

### **Other Pertinent Reports/Attachments:**

## FH Black Report: Corporate Services Functions Review for Automation of Processes

### **Prepared and Recommended by:**

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Director of Corporate Services & Treasurer

### **Prepared and Submitted by:**

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Chief Administrative Officer