

FINANCE

Immediately (by middle of Feb)

- [Notify OBM, DAS of new key officials](#)
- [Establish new OAKS-FIN workflows](#)
- Establish new Controlling Board workflows
- Establish new contact, login credentials for banks, etc.
- Obtain access from OBM to GAAP Reporting Portal

First 60 Days (by middle of Mar)

- [Compile budgeting information for House subcommittee](#)
- Determine if RFP will be sent out for office's annual audit
- Find out if ACFR received certificate of achievement
- Check on progress of UAN rewrite

First 6 Months (by middle of Jul)

- [Fund purchase of UAN client printers](#)
- Determine whether new storage or cluster servers are needed
- Complete General Revenue Fund estimated disbursements.

Each bullet item will [hyperlink](#) to narrative explanation, or specific instructions online.