



TO: Town Council
FROM: Tina Staples, Finance Director/Town Treasurer
SUBJECT: January 2024 Treasurer's Report
DATE: January 28, 2025

SUMMARY:

During the month of January, the finance department worked on the following items:

FY22 Audit Status

- Waiting on draft FY22 audit for review from RFC. Tentative special council meeting is scheduled for February 10, 2025, at 5pm.
- USDA has been requesting a copy of the completed FY22 for months. Once presented to the council the staff will be able to send this off to the USDA for loan/grant compliance.

Financial Planning & Budgeting

- Prepared department budget reports for current actuals of FY2025, and sent to the Town Manager for review and disbursement.
- Working on revenue projections for the FY2026 budget year.
- Continuing to submit requested reports to Davenport (the town's financial advisors) to assist with a master financial plan, policies and procedures.

Software Conversions

- Confirmed all data has been transferred to the new system from Southern Software.
- Scheduled staff onsite training from Southern Software for the week of February 3-7.
- Final conversion date (go-live date) is scheduled for February 17th and is on-track for a timely completion.
- Southern software employees will be on-site to assist the week of February 17th so any unforeseen issues can be corrected and to continue to train the finance department staff.

Real Estate & Personal Property Tax

- Most tax payments have been received.
- Delinquent real estate, special tax district and public service tax letters were disbursed on January 28, 2025.
- Personal property delinquent notices are forthcoming.



Utility Billing

- Transferred all utility accounts to Southern Software (FMS).
- Staff are currently working on transferring tax and utility balances to the new financial management system.
- Continuing with ongoing efforts on the days the Town Office is open to the public to answer utility billing and usage questions, concerns, complaints and requests for assistance.

Accounts Payable – 2 check runs completed

Business License Processing – sent out renewal forms for the 2025 business license tax year.

Deposits – completed purchase, delivery and training of the staff of a new scan processor, recommended by Atlantic Union, that allows the finance staff to perform deposits from the office without the need to travel to the bank. This applies for checks only, and not cash (those still go to the bank). This will be a time saving process improvement.