

# FINANCE DEPARTMENT

## “AT A GLANCE”

Greg Peck, Finance Director



### 2023 HIGHLIGHTS

- Hired new Finance Director
- Conducted Review of Accounting Processes
- Financial Software Training
- Updated Financial Reporting templates and processes
- Supported Finance/Audit Committee with Financial Policies Review

### MAJOR FUNCTIONS

- › Monthly Reconciliation
- › Budget Prep
- › Accounts Receivable
- › Cash Management
- › Financial Reporting
- › Payroll
- › Banking
- › Accounts Payable

### STAFFING

1.0 Full Time Equivalent (FTE)  
Greg Peck, Director

### FY2023-24 BUDGET

Part of General Fund Administration Budget with costs allocated across all funds consistent with approved cost allocation methodology

General Fund Administration \$833,240

### FY2024-25 PROJECTS & FOCUS AREAS

- › Implement Payroll module within existing financial software and bring all payroll functions “in-house”
- › Implement and document updated monthly reconciliation procedures
- › Restructure general ledger chart of accounts
- › Review and possible restructuring of existing debt obligations
- › Update Financial Policies and Accounting Procedures for Council review and adoption
- › Support City Administrator in long term revenue forecasting

