



## MEMORANDUM

**DATE:** August 4, 2022  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

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### STAFF REPORT

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Statistics: June as of 8/4/2022

Payroll run: 2

Cash Receipts: \$778,811.64

All Payments: \$598,549.53 (includes \$177,206.42 for payroll)

Statistics: July as of 8/4/2022

Payroll run: 3

Cash Receipts: \$1,903,529.62

All Payments: \$747,929.28 (includes \$334,629.49 for payroll)

Important deadlines:

15<sup>th</sup> of each month utility payments due; last day of month utility bills created and sent

11/1/22 First half of property taxes due

12/1/22 Second half of property taxes due

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#### Audit

- FY21 Audit final response turned in and pending review.
- FY22 Audit scheduled week of October 24, 22 and December 5, 2022

#### Staffing changes

- Account Tech I – Cashier position open (temporarily filled from 6/22/22-7/8/2022)  
Filled by Basil Tilden starting 08/08/2022
- Two staff were out for extended absences due to illness
- Call In Support – Cameron Malstrom has been helping remotely and will be in Dillingham for 5 weeks starting 07/25/2022.

#### Grant Reporting

- IMLS quarterly report.
  - ANTHC quarterly report
  - Curyung Ice Machine Pass through quarterly report.
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## Collections

- Signed 1 promissory notes for real property and utility balances.
- Foreclosure listing for 2018 Action have passed the period of redemption (4 properties at \$21,309). Litigation report requested in March.
- Foreclosure listing for 2019 Action have passed the period of redemption (5 properties at \$8,256). Litigation report requested in March.
- Foreclosure list for potential 2022 Action 33 properties at \$89,606.

## Budget

- FY23 Budget approved and implemented
- Notice received from State of Alaska that the FY21 Bond Reimbursement will be made for a potential income of at least \$740,000
- SOA sent payment for FY17 bond reimbursement of \$174,184 and FY20 Bond reimbursement of \$382,404 on 07/22/2022.

## Revenue and Expense review March 2022 –

Subject to Finance and Budget Committee approval

## Other Departmental Concerns

- Completed US Census Bureau report for payroll
- Completed Alaska Department of Labor and Workforce Development for payroll
- Fiscal Year End as of 06/30/2022
- Implemented new salary schedule for all employees as of 07/01/2022
- Mailed out property tax invoices 07/08/2022
- Upgraded AccuFund Finance software 07/22/2022
- Organized storage closet  
Thank you to the fire department and summer cleanup crew for assistance
- Remodeling of the break room – sink is installed and cabinet installed

## Safety Committee

- Conducted 1<sup>st</sup> meeting of the fiscal year
  - Defined objectives
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