



## MEMORANDUM

**DATE:** April 29, 2021  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

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### STAFF REPORT

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#### Statistics March:

Payroll run: 1 (2<sup>nd</sup> payroll in progress at time of report)  
Cash Receipts: \$453,386.54  
All Payments: \$ 1,083,749.78 (includes \$911,584.23 for 2 payroll)  
CARES Funding Received: \$3,404,480.51  
CARES Funding Spent: \$2,931,696.68  
CARES Funding Encumbered: \$472,783.83

#### Important deadlines:

15<sup>th</sup> of each month utility payments due; last day of month utility bills created and sent  
July 1: Property Tax Invoices mailed out

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Due to the global Pandemic the Finance office is closed to foot traffic. Staff were available to take payments by phone, mail and the drop box at the front door to support social distancing.

Calls from tax payers with questions are being received from the assessment notices mailed.

#### Audit work progress

- All progress was completed on 04/22/2021
- Senior Auditor received review 04/23/2021
- Audit to clerk 05/28/2021
- Audit to council 06/03/2021

#### Proposed Budget timeline

- May 17, 2021 complete FY22 Budget review and presented to F&B Committee
- June 3, 2021 Introduce FY22 Budget

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- June 3, 2021 present resolution to set the mill rate
  - Approximately June 17, 2021 Adopt FY22 Budget

### **APEI Insurance Renewal**

City met the Deadline of April 23, 2021 for the FY22 insurance renewal to meet the on time reporting deadline. Work is being done now to meet the Premium credit application deadline of May 1, 2021.

### **Denied Service Notice**

On April 19, 2021 all delinquencies not cured received a notice of Denied service. .

### **Grant Reporting**

NTS Renewal application was submitted by April 15, 2021.

Quarterly grant reports have been filed for:

- CARES (Monthly reporting)SART, public safety
- ANTHC, wastewater treatment
- Curyung, ice machine at harbor
- JAG, police officer t
- NTS, senior center support (In process)
- Jail Contract, SOA (In process)

### **Payroll Reporting**

941 and ESC reports submitted