



MEMORANDUM

DATE: September 30, 2022
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics: September 30, 2022

Payroll run: 2

Cash Receipts: \$1,183,037.64

(\$246,932.39 2nd ARPA NEU received & \$146,537.90 ANTHC Final Payment)

All Payments: \$1,202,256.58 (includes \$203,158.74 for payroll)

Important deadlines:

15th of each month utility payments due; last day of month utility bills created and sent

11/1/22 First half of property taxes due

11/1/22: Send Business License Renewal Notices

11/15/22: Send Personal Property Tax Assessment Notices

12/1/22 Second half of property taxes due

Audit

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

Staffing changes

- All Staffing positions are filled.
- Account Tech IV position was moved to regular part time.

Grant Reporting

- No reports this month

Collections

- Signed 1 promissory notes for real property and utilities.
 - Two promissory note holders in default
 - 15 utility notices sent out for lack of payment and risk of water shutoff
 - 95 letters sent to businesses without a business license
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- 205 letters sent requesting sales tax payments
 - Foreclosure listing for 2018 Action have passed the period of redemption (4 properties at \$21,810). Letters sent out on foreclosure action.
 - Foreclosure listing for 2019 Action have passed the period of redemption (5 properties at \$8,332). Litigation report requested in March.
 - Foreclosure list for potential 2022 Action 31 properties at \$82,272.

Budget

- FY23 Budget revision to be scheduled

Revenue and Expense review Aug 2022 –

Attached

Other Departmental Concerns

- Assessors on-site for FY23 property tax initial review
- Crystal Miner consultant from Carmen Jackson CPA on-site for AP and Audit support
- Assisted with hardware changes to server room.
- Merchant services contract with PACE renewed (setup in process)

Safety Committee

- Conducted 3rd meeting of the fiscal year
 - 10/17/22 Fire Extinguisher review scheduled with Taylor Fire
 - Cleats ready to order
 - Training needs discussed (First Aid/CPR, Fire Extinguishers and Other areas)
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