



MEMORANDUM

DATE: February 4, 2021
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics January:

Payroll run: 2 (1 in progress as of date of report)
Cash Receipts: \$1,392,504.68
All Payments: \$396,593.89 (includes \$91,972.26 for 1 payroll)
CARES Funding: Expensed to date \$2 of the \$3,404,780.51 (all funds are allocated)

Important deadlines:

January 1: Business license renewal (additional \$75 fee after deadline)
February 1 Personal/Business Property Assessments
February 26: AM 2021-01
March 15: Property Tax Assessment Notice mailer
15th of each month utility payments

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.

W-2 reporting has been completed and documents are in the mail. 1099 reporting is delayed as we incorporate all of the CARES grant recipients; but are scheduled to be mailed out by the deadline.

Audit work is ongoing

Staff are actively working with the property tax assessors to prepare the assessments for the 2021 real and personal property taxes.