



MEMORANDUM

DATE: August 20, 2021
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Staff Report

STAFF REPORT

- FY21 audit update
 - Department staffing
 - Asset lists
 - Revenue and Expense report 06/30/2021
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Audit Status:

The week of July 26, 2021 the Finance department completed the test work on payroll, payables, accounts receivable, cash receipts, property tax and several grants that will be audited for the state and federal single audit. Good progress was made, FY 21 is on track for timely reporting.

Department staffing:

Assistant Finance Director: Susana Stinnett hired 07/23/2021.

Account Tech III - Payroll/Payables: Anthony Reynolds hired 07/07/2021 (promoted from cashier position)

Account Tech I – Cashier: Patricia Rice hired 08/16/2021 (promoted from temporary hire)

Asset List

Ongoing – work completed by Britney Dray, BBEDC Intern, has been transferred to Crystal Minor of Carmen Jackson, LLC. All vehicles and mobile equipment have been itemized, updates have been made to the APEI Insurance support and auditor's assets report. Ready for Finance Director review.
