



MEMORANDUM

DATE: May 28, 2021
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics March:

Payroll run: 2

Cash Receipts: \$485,548.07

All Payments: \$753,101.60 (includes \$181,285.96 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:

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

July 1: Property Tax Invoices mailed out

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.

Audit work progress

- First Draft received and presented to Finance & Budget workshop 05/24/20201
- Second Draft received 05/26/2021
- Presentation to City Council scheduled for 06/17/2021

Proposed Budget timeline

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

APEI Insurance Renewal

Safety Premium credit application deadline of May 1, 2021 was met and a \$300 gift card was received for on time reporting.

Grant Reporting

Quarterly grant reports have been filed for:

- NTS, senior center support
- Jail Contract, SOA

BBEDC Intern

BBEDC Intern, Britney Dray, began working 05/24/2021. Britney will be working on department projects and audit preparations. We are looking forward to what this summer will bring with the opportunity.

PILT Application filed

Excel Training Completed

Kaylani Farler and Anthony Reynolds completed an 18 hour excel training online course made available to the Finance staff.