



## MEMORANDUM

**DATE:** May 28, 2022  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

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### STAFF REPORT

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Statistics: May as of 5/28/2022

Payroll run: 2

Cash Receipts: \$3,381,798.33 (Received \$2,786,321.09 LGLR grant for FY23 expenditures)

All Payments: \$797,252 (includes \$179,156.30 for payroll)

Important deadlines:

15<sup>th</sup> of each month utility payments due; last day of month utility bills created and sent

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#### Audit

- FY21 Audit final work began 10/26/2021 and is pending review

#### Staffing changes

- Account Tech I – Cashier position open (temporarily filled by Summar Roehl starting 5/9/22)
- Account Tech II – Receivables position filled by Summar Roehl 05/25/2022
- Temporary help – Patty Rice last day 5/20/2022 – her help was greatly appreciated.

#### Grant Reporting

- Assisted with BBEDC applications.
- Revised and Completed ANTHC grant reporting

#### Collections

- Denied City Service notice letters mailed 05/19/2022.
- Signed 2 promissory notes for real property and utility balances.
- Foreclosure listing for 2018 Action have passed the period of redemption (5 properties at \$22,288). Litigation report requested in March.
- Foreclosure listing for 2019 Action have passed the period of redemption (10 properties at \$11,491). Litigation report requested in March.
- New foreclosure list for potential 2022 presented in council packet.

#### Budget

FY23 Budget presented in packet

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**Revenue and Expense review March 2022 –**

Information provided for percentages below 68% or above 98%