



MEMORANDUM

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

STAFF REPORT

Statistics: February as of 3/30/2022

Payroll run: 2

Cash Receipts: \$574,469.92

All Payments: \$401,439.02 (includes \$167,334.22 for payroll)

2022 Business License Renewals received: 230

Important deadlines:

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

March 1: Last day for file personal property tax assessment returns. Notices not received will be fined a force file fee of up to \$400.

March 17: Real Property tax assessments mailed

March 31: Personal Property tax assessments to be mailed

Audit

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

Staffing changes

- Finance Director out of office for family emergency 3/7/2022 to 3/18/22
- Account Tech III – Taxes position filled with promotion of Ryan Johnson 3/24/2022
- Account Tech I – Cashier position became open 03/24/2022

Grant Reporting

- ARPA Grant awarded..

Collections

- Foreclosure listing for 2018 Action have passed the period of redemption (5 properties at \$23,540). Litigation report requested in March.
- Foreclosure listing for 2019 Action have passed the period of redemption (12 properties at \$18,081). Litigation report requested in March.
- Foreclosure for potential 2022 on hold until property tax assessments are mailed.