



MEMORANDUM

DATE: January 27, 2022
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics: January as of 1/27/2022

Payroll run: 2

Cash Receipts: \$1,124,162.13

All Payments: \$472,366.67 (includes \$167,320.44 for payroll)

2022 Business License Renewals received: 277

Important deadlines:

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

January 1: last day to file business license renewals without \$75 fine

January 31: W-2 and 1099 reporting to be completed

February 1: Last day to file personal property tax assessment returns without \$50 late fee

February 3: Failure to pay real and personal property tax letters scheduled to be 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.

Audit

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

Staffing changes

- Account Tech III – Taxes/Collections position became open 01/07/2022
- Illness within the department caused further staff shortages
- 01/07/2022 emergency re-hire – Cameron Malstrom to handle temporary remote work

Grant Reporting

Quarterly grant reports work completed:

- Curyung Ice Machine grant completed

Consultant support

- Crystal Miner with Carmen Jackson, LLC provide support week of 01/24/2022 to 01/28/2022.

Budget

- FY22 Budget Amendment #2 to Finance & Budget 02/2022
- FY22 Budget Amendment #2 Ordinance introduced to council 03/03/2022
- FY22 Budget Amendment #2 Ordinance proposed adoption 04/07/2022

- FY23 Budget Department review 01/2022 and 02/2022
- FY23 Budget to Finance and Budget 02/2022
- FY23 Budget Ordinance introduced to council 04/04/2022
- FY23 Budget Ordinance proposed adoption 05/05/2022