



MEMORANDUM

DATE: September 2, 2022
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics: August 31, 2022

Payroll run: 2

Cash Receipts: \$2,822,300.58

(\$285,609.08 LFRF 2nd ARPA received & \$742,901 FY21 bond reimbursement received)

All Payments: \$1,350,140.06 (includes \$215,324.38 for payroll)

Important deadlines:

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

11/1/22 First half of property taxes due

12/1/22 Second half of property taxes due

Audit

- FY21 Audit final response turned in and pending review.
- FY21 Audit target completion for council review by 09/22/2022
- FY22 Audit scheduled week of October 24, 22 and December 5, 2022
- Audit preparations started

Staffing changes

- All Staffing positions are filled
- Call In Support – Cameron Malstrom was in Dillingham until 08/28/2022.

Grant Reporting

- IMLS final report.
- Asset Forfeiture Annual report completed
- ANTHC final report completed

Collections

- Signed 1 promissory notes for real property.
 - Three promissory note holders at risk of default
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- Foreclosure listing for 2018 Action have passed the period of redemption (4 properties at \$21,710). Litigation report requested in March.
 - Foreclosure listing for 2019 Action have passed the period of redemption (5 properties at \$8,295). Litigation report requested in March.
 - Foreclosure list for potential 2022 Action 31 properties at \$81,952.

Budget

- FY23 Budget revision to be scheduled

Revenue and Expense review Aug 2022 –

Subject to Finance and Budget Committee approval

Other Departmental Concerns

- Assisted with hardware changes to server room.
- Merchant services contract with PACE renewed

Safety Committee

- Conducted 2nd meeting of the fiscal year
 - Fire Extinguisher review scheduled for October
 - Review of first aid kits on hand
 - Review of cleats needed for staff for the winter
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