



Department Report

MEETING DATE: October 17, 2022

FROM: Teri Lea Beiriger, Director of Finance

SUBJECT: Department of Finance Activity Report

BACKGROUND

The following report provides activity within the Department of Finance for the reporting period from September 1 through September 30, 2022.

In brief, the Finance Department:

- Continued to reconcile outstanding balances of Miscellaneous Billing.
- Continued to clean up billing on EMS accounts with balances.
- Continued to review and discuss x:/drive format and Laserfiche cleanup.
- Approved the millage rate and finalized the FY23 budget.
- Certified eTRIM.
- Received \$5,133.12 from Palm Beach County for PBC youth program and \$6,113.24 from ELC for Youth Program.
- Received the second installment of \$19,826.82 for the ELC ARPA Stabilization Grant.
- Applied for the Solid Waste Authority Blighted and Distressed Property Grant for \$150,000.
- Applied for the Safe Street Grant for \$200,000 with Department of Transportation.
- Continued to review old records from file cabinets, sorted for destruction, etc. in preparation for new file cabinets ordered for Finance.
- Promoted Finance Cashier/Accounting Clerk to a Purchasing position.
- Appointed a new Finance member to represent in the CHASE committee.

The Finance Department has, and continues to, work on efficiencies to better serve our internal and external customers.
