

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2021.08DM2.01

TO: Andrea McCue, City Manager
FROM: Teri Lea Beiriger, Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: August 16, 2021

The following report provides activity within the Department of Finance for the reporting period from July 1 through July 31, 2021.

In brief, the Finance Department has:

- Continued to reconcile outstanding balances of Miscellaneous Billing, working with the new fire marshal to establish active customers and their correct mailing addresses.
- Continued to clean up billing on EMS accounts with balances.
- Continued to work on resolving EMS credits.
- Continued to established payment plans and collected over \$4,000 for outstanding solid waste accounts in July; working with IT to retrieve the Utilities module in NWS.
- Continued to review Finance policies and revise accordingly.
- Continued to review and discuss x:/drive format and Laserfiche cleanup.
- Prepared 67 boxes of paper documents and 11,706 electronic files for records destruction.
- Continuing the search for the Grants position.
- Assigned "acting" duties for Accountant and temporary assignment for Cashier to assist.
- Certified the millage rate and scheduled FY 2022 Budget Hearings for the TRIM process.

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



Teri Lea Beiriger
Director of Finance

TLB/dm