



Department Report

MEETING DATE: December 19, 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 October 1 through November 30, 2022.

In brief, the Finance Department:

- Continued to reconcile outstanding balances of Miscellaneous Billing.
- Continued to review and discuss x:/drive format and Laserfiche cleanup.
- Distributed FY23 Budget Books and posted approved budget to City's website and intranet.
- Presented Solid Waste lien releases to council for accounts paid up to date as of 9/30/22.
- Presented EMS deceased write-off's to council.
- Replaced old file cabinets and reorganized Finance records.
- Hired new Finance Cashier/Accounting Clerk and commenced on-boarding/training.
- Completed HIPAA training renewals (all Finance staff).
- Submitted request for reimbursement for Hurricane Ian (SERT) expenses.

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