



Department Report

MEETING DATE: September 22, 2021
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 August 1 through August 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 establish payment plans and collected almost \$2,000 for outstanding solid waste accounts in August; 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.
- Continuing the search for the Grants and Accountant positions.

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