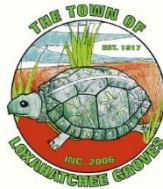


# **TOWN OF LOXAHATCHEE GROVES**

155 F Road Loxahatchee Groves, FL 33470



## **AGENDA ITEM MEMORANDUM**

**TO: FINANCE ADVISORY AND AUDIT COMMITTEE**

**FROM: JEFF KURTZ, PROJECT COORDINATOR**

**DATE: WEDNESDAY, JUNE 11, 2025**

**SUBJECT: OVERVIEW OF BLACKBAUD FINANCIAL SYSTEM AND ACCOUNTING PROCESS REVIEW**

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### **Background:**

The purpose of this agenda item is to provide the Finance Advisory and Audit Committee (FAAC) with a comprehensive overview of the Town's accounting processes and the functionality of the Blackbaud financial system currently in use. This review will help ensure committee members are familiar with the financial software, workflows, and internal controls that guide the Town's financial operations.

Staff will present an explanation of how financial data is entered, tracked, and reported within Blackbaud, including purchase orders, accounts payable, budget tracking, and monthly reconciliation procedures. The review will also touch on internal approval protocols and audit trail capabilities designed to promote transparency and accountability.

This item is presented for informational purposes only. No formal action is required at this time.

### **Recommendation:**

Staff recommends that the FAAC receive the presentation and offer any questions, comments, or suggestions for future reporting improvements.