

**Finance Department**  
**July 2021 Department Report**

- Accounts Payable
- Reconciliation of bank accounts
- Biweekly Payroll / Payroll Reporting & Taxes
- Quarterly Financial/Payroll Reporting
- Worked on NMFA loan for Fire Truck
- Preparing for Audit
- Uploading items to shared drive that auditors requested for FY 21 audit
- Angela researched and worked on different ways the City can invest monies and make sure all City monies are FDIC insured
- Worked on end of year adjustments
- Preparing for end of year and FY 2021 audit
- Working on finishing touches for Final Budget
- Worked on getting vendors to the City for Flood clean-up
- Working on reimbursements for 2021 Flooding Disaster
- Bid opening of ITB #2021-0105
- Bid Award of ITB #2021-0105
- Attended Golf Course Lane kick-off meeting
- Attended Department Head meeting with City Manager/Department Heads
- Quarterly Financial Report, Budget Adjustment and Final Budget submitted to DFA
- Angela and I cleaned and rearranged the Finance Office and set-up the Finance Storage room
- DFA Approved BAR, final quarterly report and final budget
- DFA made us change the revenue and expenses for the American Recovery Plan Act Fund to \$561,097.00