

Finance Department
May 2021 Department Report

- Submitted interim budget
- Received interim budget approval from DFA
- Worked with HDR Engineers and Chief Procurement Officer on bid package for NMDOT Grant #D18398 for Golf Course Lane/Country Club Lane.
- On 06/03/21 Invitation to Bid was published and released for Golf Course Lane Improvements.
- Accounts Payable
- Reconciliation of bank accounts
- Biweekly Payroll / Payroll Reporting & Taxes
- Submitted request for reimbursement on Drainage Plan grant and close-out documents for L300249 – NMDOT Grant.
- Grant management and monthly reporting
- Worked on NMFA loan for Fire Truck
- Held Pre-Bid Conference for Invitation to Bid #2021-0103
- Worked on end of year adjustments
- Preparing for end of year and FY 2021 audit
- Attended trainings with Bidnet Direct
- Signed the City up for the free service with Bidnet Direct, a procurement website. We are now posting all procurement on this website.
- Working on finishing touches for Final Budget