

Finance Department

August 2021 Department Report

- Accounts Payable
- Reconciliation of bank accounts
- Biweekly Payroll / Payroll Reporting & Taxes
- Preparing for Audit
- Worked on end of year adjustments
- Auditors onsite the week of 8/2/21 – 8/5/21
- Angela and I attended City Street Repair kick-off meeting with GM Emulsion
- Attended Department Head & Staff meetings with City Manager/Department Heads & all employees
- Angela received 3 quotes for the electric sign
- Angela and I met with 4 electricians, getting quotes for the electric sign
- Angela got all the paperwork filled out and turned in to United Business Bank to change our bank accounts to 100% FDIC Insured and interest bearing.
- Angela attend the NMML Annual Conference in person
- I ordered a Ford Escape for the City Manager
- Monthly grant management
- Worked on planning for incoming grant agreements
- I am working on cross training Angela on bank reconciliation, payroll, quarterly reports, etc.