

COUNTY OF CARROLL

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Weekly Report to Commissioners

From: Fergus Cullen, CFO

Date: December 9, 2020 Covering weeks of 12/2/20 – 12/08/20

A. My Plans and Goals for This Past Week Were: (cut and paste Section C from last week's report)

1. Prep the November budget actuals update and provide to the delegation ahead of its 12/7 meeting.
2. Address salary shortfalls & surpluses and begin preparing necessary line item transfers, working with department heads.
3. Revise Avenu how-to for dept heads
4. Get named as an official contact of record with Avenu
5. Contact new auditors to start that process

B. Where Those Stand and What I Did This Past Week:

1. Nov. Budget Actuals: Completed and circulated to delegation & commissioners on 12/4.
2. Payroll line item transfers: Working on this. Waiting to see if closing entries from accountants handle January accruals.
3. Avenu how-to: Drafted, expect to circulate later today
4. Avenu: Paper work is in
5. Batchelder: In contact with them. We agree we should wait for closing entries from Melanson before preparing initial 2020 financials.
6. Read our Internal Policies & Controls (59 pages) – something I had not known existed.
7. Re-read the 2019 Performance Audit (37 pages).
8. Attended delegation meeting 12/7, gave brief budget presentation
9. Followed with Avenu about the completion of the migration to the cloud. It appears there was a verbal signoff.
10. Helped by Kathy, learned to post journal entries
11. Had a call with Amazon government services and am initiating process of consolidating our accounts. Turns out we currently have 4 separate business accounts in various departments plus other users, using retail and business sites.

C. My Plans and Goals for This Coming Week Are:

1. Research employee NHRS rates
2. Research DRA guidance on recommended fund balance
3. Gain better understanding of GOEFFER/COVID revenues & budget impact for 2020
4. Follow-up with Bank NH about getting access to our accounts
5. Prepare line item transfers and encumbrances