

## Weekly Report to Commissioners

From: Fergus Cullen, CFO

Date: October 14, 2020 Covering week of 10/7/20 – 10/13/20

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

1. Complete 3<sup>rd</sup> quarter budget actuals. Prep to distribute to Commissioners, delegation, dept heads.
2. Identify potential transfer needs and budget line items to watch, prep for 10/19 delegation meeting
3. Respond to requests from Delegation Transfer Investigation committee by 10/16
4. Advance how-to manual and cross-training
5. Develop plan for catching up on bank reconciliations (repeat)
6. Start developing budget presentation

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

1. Working with Mellisa, we have 3<sup>rd</sup> quarter financial snapshots ready for the commissioners and the delegation. Intent to deliver by Friday.
  2. Working with Mellisa, an initial list is ready for your review today.
  3. A preliminary draft for the Investigation Committee is ready for your review and feedback.
  4. Received the first two draft chapters for the how-to manual.
  5. Bank reconciliation on pause pending completion of audit work.
  6. Did not specifically work on budget presentation, though other work this week helped me learn more about it which will be helpful.
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1. Gathered information for recent RTK requests
  2. Began assembling a schedule of non-union employees for a schedule of all-ins costs
  3. Exchanged email with auditors, vague response on timing of completion
  4. Asked for, but did not receive, tech contract proposal

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

- 1) Distribute 3<sup>rd</sup> Quarter financials to delegation.
- 2) Complete and distribute report to Transfer Investigation Committee.
- 3) Continue advancing how-to manual
- 4) Review tech contract proposal
- 5) Advance budget first draft