

Weekly Report to Commissioners

From: Fergus Cullen, CFO

Date: Sept 30, 2020 Covering week of 9/22/20 – 9/29/20

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

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

1. Got desktop computer. Have access to Avenue software. Kathy assisted with getting me log-in ability
2. Held Dept meeting with specific deliverables for 3rd quarter financials and monthly budget actuals snapshots; initiated 6-8 week plan for cross-training & how-to manual; implemented a weekly report system
3. Met with other dept heads Sheriff, Will, Bob, and with Paula Coates from MVC
4. Reviewed Checkmate proposed contract. Reached out to vendor with questions.
5. Contacted all other counties about what finance software they use
6. Sat with Kathy to watch her use Avenue
7. Sat with Cheryl to watch her enter accounts payable and prep checks
8. Attended first meeting of IT committee
9. Met with Mellisa to discuss budget season plan

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

1. Start to learn Avenue
2. Drive 3rd quarter close-out and budget actuals snapshot
3. Work with Mellisa to develop draft RFP for IT contract
4. Develop plan for catching up on bank reconciliations
5. Continue process of becoming fluent in budget