

COUNTY OF CARROLL

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Weekly Report to Commissioners

From: Fergus Cullen, CFO

Date: November 4, 2020 Covering week of 10/28/20 – 11/03/20

A. My Plans and Goals for This Past Week Were: (cut and paste Section C from last week's report)
<ol style="list-style-type: none">1. Advance audit2. Advance reconciliation prep3. Identify our options about refinancing the bond for the nursing home and possibly the Deeds Books project4. Make sure towns get invoiced for their 2020 apportionment
B. Where Those Stand and What I Did This Past Week:
<ol style="list-style-type: none">1. Audit: We believe there is only one item remaining in our court (reconciliations). Per email from Sheryl Burke on Monday: "Because of the multiple delays in the audit process over the course of many months, including the inability of the County to close its books in a timely manner – it will be a few weeks for us to have sufficient office time to work on completing your 2019 audit. We are scheduled out working on other clients (June 30, 2020 year-ends) for most of November. We will do our best to find time to complete your audit as quickly as possible, but at this time we cannot guarantee a completion time."2. Laura Morse has made excellent progress on bank statement reconciliations.3. Bonding: Existing MV bond at 4.25%. Potential to get rates closer to 2%. Consider Deeds Book project as well. Intend to research and present a proposal for consideration.4. Towns were billed for their apportionment last week.5. Monthly budget update: October expenses are in; monthly snapshot available for your review. Intent is to get this to you by your second meeting of a month.6. Checkmate modules: Chris Heroux will be making a recommendation about proceeding.7. Avenu: In touch with our POC for both training and discussion about the PO modules.8. Cross training: Staff prepared several items for the "how to" manual. Ruby Nugent did several of these.9. Read performance audit for 2018. Agree with several findings including centralizing purchasing (except for MV).10. Discussed two grants for jail; seeking approval to move forward
C. My Plans and Goals for This Coming Week Are:
<ol style="list-style-type: none">1. Advance reconciliation process2. Draft bond proposal3. Participate in Dept Chairs call Thurs; discuss some process issues moving forward4. Update budget with Oct revenue figures5. Advance budget presentation intended for delegation

