

COUNTY OF CARROLL

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Weekly Report to Commissioners

From: Fergus Cullen, CFO

Date: October 21, 2020 Covering week of 10/14/20 – 10/20/20

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) Distribute 3rd Quarter financials to delegation.2) Complete and distribute report to Transfer Investigation Committee.3) Continue advancing how-to manual4) Review tech contract proposal5) Advance budget first draft
B. Where Those Stand and What I Did This Past Week:
<ol style="list-style-type: none">1. Working with Mellisa, we distributed 3rd quarter financial snapshots to the delegation on 10/16 and they reviewed them at their 10/19 meeting.2. Completed report for Investigation Committee and distributed on 10/16; the committee reviewed and accepted it at its 10/19 meeting. The matter appears to now be closed.3. Did not receive more for how-to manual. Continue pushing.4. Read tech contract proposal. Needs out clause and broader discussion.5. A side benefit of preparing the investigation committee report (such as watching past delegation meetings) is that it helped me learn a lot more about the budget and the budget process <ol style="list-style-type: none">1. Contacted Checkmate, requested they initiate HR module; kickoff meeting is scheduled tomorrow 10/212. Contacted Melanson requesting a status update on the audit. Their most recent document request came 10/17. Staff is working on response. documents. I am nudging staff on responding quickly.3. Meetings: Attended all-day commissioners meeting 10/14; sat in on delegation executive committee zoom 10/16; attended delegation Investigation Committee Meeting & delegation meeting (4 hours total) 10/194. Started building employee spreadsheet to personnel budget, accrual costs; need to build into budget5. Asked Jon Rich for updated IT inventory
C. My Plans and Goals for This Coming Week Are:
<ol style="list-style-type: none">1. Advance outstanding 91-A requests – gather info2. Advance audit document requests from Melanson3. Complete first draft schedule of personnel costs county-wide4. Begin identifying reserve funds needed: Accruals / departure payouts; MVC van; Attorney fund;5. Get all 2020 bank statements for Treasurer Costello and to advance reconciliation catch-up