

Weekly Report to Commissioners

From: Fergus Cullen, CFO

Date: October 7, 2020 Covering week of 10/1/20 – 10/6/20

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

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

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

1. Avenue: Was able to navigate enough to produce 3rd quarter expense financials – regular payables and payroll
2. Updated spreadsheet tracking expense side through 9/30. Note -- will likely trigger some transfer requests. Revenue not ready.
3. IT RFP on hold, per commissioners. IT needs being identified.
4. Develop plan for catching up on bank reconciliations – not done
5. Updating budget actuals was a big help on learning current budget.

6. Attended commissioners weekly meeting
7. Met with Rep. Ed Butler in advance of delegation transfer investigation committee meeting
8. Attended subsequent transfer investigation committee meeting, began gathering information per their requests
9. Worked with Checkmate to finalize contract proposal
10. Department produced weekly payroll and payables; advanced audit (nearing completion), generated quarterly Water Dept bills; Ruby completed monthly audits of dental, vision, and Allegiant insurance

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

1. Complete 3rd 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