



# Department Report

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Report Title: Finance and Administration Department – April 2023  
Report Highlight: Completed audit tasks and reports  
Name and Title: Allison Martin, Finance Director

## Recently Completed:

- Website proposal approved.
- Preliminary work on Park Street Grant with grant writers.
- Planning for council retreat.
- Financial update meeting with Davenport.
- Distribution of p-cards and program implementation.

## Underway:

- Preparation for worker's compensation audit.
- Internal audit of assets – 95% complete
- Administration of American Rescue Plan (ARP) grant
- Establish and set up Employee Portal on new software; implement and train employees on benefits and use.
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.

## Near Term:

- Update financial policies.
- Update purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and update HR forms; promote employee education related to City retirement plans.
- Review additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billing address points against MSAG/E911/USPS data.