



Department Report

Report Title: Finance and Administration Department – December 2023
Report Highlight: Completion of Social Security 101 Class for Employees
Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Website re-design discovery phase
- Cemetery Software discovery phase
- Audit of sewer accounts
- GMRC and staff continued work on Zoning Map updates.
- CPL is on-site weekly and conducts meetings with developers and staff.
- Continued meetings with Lumpkin County Water Authority.
- GASB 96 – follow up work with Debtbook
- Audit entries and prep work for more fieldwork.

Underway:

- Inventory module discovery for design and implementation.
- Internal audit of assets – 95% complete
- Administration of American Rescue Plan (ARP) grant
- Establish and set up the 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 the purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and update HR forms;
- 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.