



# Department Report

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Report Title: Finance and Administration Department – March 2024  
Report Highlight: Website new home page and colors approved.  
Name and Title: Kimberly Stafford, Finance Manager

## Recently Completed:

- Website work on page content and mapping flow of forms and links..
- GIS purchase of equipment for staff to capture items in the field.
- Audit of collection utility accounts against current customers to transfer balances for collection in-house.
- GMRC submittal of final draft of zoning map.
- CPL is on-site weekly and conducts meetings with developers and staff.
- Continued meetings with Lumpkin County Water Authority.

## 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.
- New server ordered and new server rack received.

## 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.