



Department Report

Report Title: Finance and Administration Department – July 2024
Report Highlight: New website moving to beta site testing a month ahead of schedule.
Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Staff met with GEFA to discuss the first draw down for the Lead and Copper grant.
- Staff transferred outstanding balances from old accounts to current account holder accounts. Staff is preparing a list of write-offs for consideration.
- GMRC received an additional set of revisions to the final draft of zoning map located during a recent applicant inquiry.
- 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.