

Finance Department
 Combined
 Status update report for Mayor Perrin

<i>Project Description</i>	<i>Project Manager</i>	<i>% Complete</i>	<i>Status</i>	<i>Date Due</i>
Following requests from the Legislative Auditor and with the approval of the Finance Director, prepared a table of reserved fund balances at year end 2008 for the General fund and forwarded source documents, reconciled the balance per books and balances per the Consolidated bank account to their adjusted cash balance for the month of June 2008, reviewed credit card bank statements and recorded transactions to the credit card account in the Clearing fund to ascertain outstanding checks and deposits in transit balances on 6/30/08 and 12/31/08, reviewed recorded transactions to library millage accounts to find check numbers and forwarded source documents, and reviewing Accounts Payable fund outstanding checks on 6/30/2008.	HJ	100%	Completed	N/A
Adjusting entries to record a designated fund balance for contributions to detention funds: a designated fund balance account for contributions created in the General fund, adjusting entries posted and funds transferred to the General fund from Capital Improvements fund.	HJ	100%	Completed	N/A
Reviewed the 888 and 999 accounts in all funds to determine whether they are budgetable for the year 2010 and forwarded documents to the Finance Director.	HJ	100%	Completed	N/A
Performed internal audits on cash receipts recorded in the books.	HJ	100%	Completed	N/A
Reviewed the AR Excise Tax Return ET-1 Form and no adjusting journal entries are necessary to record City portion of the State revenue for the month of September.	HJ	100%	Completed	N/A
Prepared a distribution schedule of city sales and use tax revenues for the month of September.	HJ	100%	Completed	N/A
Created with Steve Kent's approval the authorization levels in Departmental Services	KG	100%	Completed	N/A
Wrote and updated with pictures the online requisition procedures.	KG	95%	Completed	9/28/2009
Used the live version of online requisitions with one of Tony's grants.	KG	100%	Completed	N/A
Working to edit city's purchasing manual. [The online requisition process is holding up some progress]	KG	15%	Completed	10/31/2009
Completed the Accounts Payable Springbrook's Departmental Services' module setup.	KG	100%	Completed	N/A
Fixed Asset Module data base is setup to clean up and fixed assets as needed by management reporting.	KG	100%	Completed	N/A
Training Teresa as backup	CW	75%	Completed	N/A

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	CW	75%	Completed	N/A
Auditing upon receiving reports from Jim Barksdale some payroll information	KG	50%	Completed	N/A
Working on operations account reconciliations	KG	50%	Completed	N/A
Completed Revenue Bond Request for Office of State Treasurer	KG	100%	Completed	N/A
2009 Revenue Revision	JE/BS	99%	Final review completed by Collections staff.	9/11/2009
2010 Budget - Revenue Projection	JE/BS	98%	Revising sales tax forecasts and assumptions.	9/11/2009 9/30/2009
Privilege License Collections	BS	Ongoing	Checked 15 businesses in the field; all had licenses. Contacted two businesses, one	N/A
Motel Tax Audit	JE/JH	5%	City Collector sent letters to all hotels requesting documentation for audit.	10/30/2009
Alcohol Beverage Tax Audit	JE/JH	70%	Letters were sent by City Collector requesting documents from remaining	10/15/2009
Cafeteria Plan Audit	JE	5%	Began audit of cafeteria plan with reconciliation of bank accounts.	9/15/2009 10/15/2009
RFPs for Actuarial Services and Investment Advisory Services	JE	100%	Interviews completed. Presentation made to Finance Committee. Awaiting action at	9/15/2009
RFP for Investment Management Services	JE	50%	RFP completed. Awaiting publication in paper.	10/30/2009
Revision of Chart of Accounts - Revenue Section	JE/BS	75%	Pended further action until completion of discussions with ATA.	9/20/2009
Motel Tax Collections	BS	Ongoing	Contacted previous manager of Park Place Inn about payment of past due	N/A
Alcoholic Beverage Tax Collections	BS	Ongoing	Contacted Godsey's Grill about August tax payment.	N/A
JETS Cash Control Audit	JE/BS	95%	Audit report reviewed by Finance Director; awaiting approval and exit	9/15/2009
Grants Financial Management Procedures	JE	Ongoing	Further work by Kevin Graves/Christy Wall is in process to refine payroll	9/30/2009
August 2009 End-of-Month Reporting	JE/BS/KS/JH	95%	Majority of financial reports completed. Bank reconciliations completed.	9/14/2009
Prepare 2010 Budget Document	JB/JE/BS/KG/ CW	45%	All departments entered. Need to enter all revenue G/Ls and non department expenses	10/7/2009
Prepare 2010 Budget detail expense projection	JB/KG	75%	Projection for 2009 being revised and updating 2010	10/7/2009