

# **Finance Department**

**AIC**

**June 12, 2020**

# Finance Department

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- Currently made up of the following divisions:
  - **1 Finance**
  - 2 Tax Assessor
  - 3 Tax Collector
- We proposed changing number 1 to Accounting & Internal Controls
  - **1 Accounting & Internal Controls (AIC)**
  - 2 Tax Assessor
  - 3 Tax Collector
- The name change allows the reference to the finance department to mean the three divisions and not AIC. The three divisions report to the Finance Director.

# Goals

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- Update all financial warning trends upon receipt of final audit report
- Complete correction Action Plan within one month of receiving the audit report
- Work to reduce audit comments to zero
- Issue letters to all vendors instructing them not to deliver goods or render services without first receiving a purchase order – generate labels from Edmunds
- Instruct vendors to place PO number on all invoices and to submit all invoices electronically to A/P Vendor Mailbox (VMb)
- Begin budget process with departments in October and complete by December
- Conduct unannounced audits of Petty Cash
- Consolidate the two current accounts into one and consolidate the two water accounts
- Complete annual fixed asset inventory by December of the current year
- Maintain 5 year budget projection
- Cross train AIC employees
- Work with the department of Administration to maintain sick and vacation pay records
- Reduce dependence on outside consultants within 18 to 24 months
- Reconcile bank accounts by first week of February following the close of the calendar year
- Deliver ADS, AFS and budget on time

# Requisition Approval

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- We proposed adding an additional approver to the requisition approval process. Currently only three approvers are required namely, the CFO should be added as an approver:
- 1<sup>st</sup> approver should be the department director
- 2<sup>nd</sup> approver should be the CFO who certifies the availability of funds
- 3<sup>rd</sup> approver should be the QPA who reviews for compliance
- 4<sup>th</sup> approver should be the BA who authorizes or denies the purchase
- PO gets generated after 4<sup>th</sup> approval
- No purchase of goods or services should be made without PO

# Accounts Payable

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- Create two A/P electronic mailboxes, one for vendor invoices and one for the bill list
- All vendor invoices to be submitted via email to A/P **Vendor Mailbox (VMb)**
- Staff member checks **VMb** daily and routes invoices to departments
- Department director reviews invoices, approves for payment and returns approved invoices with PO to the **Bill List mailbox (BLMb)**
- Staff member from **AIC** clears the **BLMb** and places approved items on the bill list
- Checks are printed the day after the council meeting and mailed within two days of said meeting

# Payroll

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- The payroll function should be removed from the Finance Department and placed within the Department of Administration
- Responsibility for the enrollment of employees into the pension system should reside within the Department of Administration as a part of the Human Resource function
- Monthly pension payments should be a part of the payroll function
- The quarterly IROC reporting should remain a part of payroll

# Personnel

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- The AIC will be headed by the CFO with 5 direct reports
- The CFO reports to the Finance Director and his direct reports all have a dotted line reporting relationship to the Finance Director
- The staff members of the AIC are as follows:
- Chief Finance Officer (CFO)
  - Administrative Analyst
  - Account Clerk #1
  - Administrative Clerk #1
  - Account Clerk #2
  - Administrative #2