



FINANCE DIRECTOR REPORT

Reporting Period: September, 2020

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Our department is constantly learning to adapt as “life happens”. We joke about accounting being boring, but some days its all you can do to keep up. As you know from the last meeting, we had employee turnover, which resulted in crash course learning and training of the new employees. The regular staff adapted easily to training the new hires, taking on other duties as the new employees learn their duties, and ensuring required reports and any other duties continue to be fulfilled.

In July, our sales tax submittals for businesses went online and businesses are able to access all aspects of submitting sales tax; from applying for a license, or renewals, paying the annual fees, submitting and paying for sales tax.

Because of the pandemic and newer safety precaution requirements, the orders being processed to follow these guidelines increased significantly. Staff worked together to streamline all aspects of the ordering process. Our team’s goal is always to ensure consistent and fair service to our community and fellow employees at the City.

As we approach fall, we’ve put in the final 2020 order cut off dates to try to ensure invoices because the last 3 months always seem to flash by in the blink of an eye.

