



# Department Report

---

Report Title: Finance and Administration Department – December 2024  
Report Highlight: Letters mailed to property owners regarding service line inventory findings.  
Name and Title: Kimberly Stafford, Finance Manager

## Recently Completed:

- We are preparing our documentation for future reports to EPD regarding our notification protocol for lead and copper service lines of unknown or galvanized requiring replacement.
- FY24 audit work is underway.
- Zoning map ads were placed. So far, one citizen has come to view the map and ask questions.
- CPL is on-site weekly and conducts meetings with developers and staff.
- Continued meetings with Lumpkin County Water Authority. Comments received from authority, in review by legal.

## 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.
- Staff are updating forms for standardization.

## 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.