



## Department Report

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Report Title: Finance and Administration Department – February 2025  
Report Highlight: Onboarded new finance staff member.  
Name and Title: Kimberly Stafford, Finance Manager

### Recently Completed:

- Assisted several employees with retirement paperwork and filing necessary documents. This is a very time consuming and labor intensive process.
- Water/Sewer masterplan data compilation 75% complete.
- Annual Water Audit pre-work completed.
- Lead and Copper grant submissions completed thru draw #6.
- FY24 audit work is underway.
- Zoning map approved.

### Underway:

- Inventory module discovery for design and implementation.
- Internal audit of assets – 95% complete
- 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 continues to review forms for needed updates.

### 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.