

Finance Department 2010 Annual Report

Finance had a very busy year as usual. In addition to regular work, we were involved in helping get procedures set up for the library, and helping with projections for the labor portion of their new budget. Wendy has been good to work with and we're hoping new procedures will mesh with current procedures to keep everything logical and efficient.

Early in 2010, we began using a check scanner to make check deposits electronically. This has been useful because we are able to electronically deposit funds into our bank account even when the bank is closed. It's also saved some time and allowed us to get deposits into our account faster which is very important during tax collections.

Tax collections are still the single most time consuming task in the department. All Finance staff work together to accomplish the work and meet deadlines, and this is an extremely busy time for us. This year we experienced very heavy traffic with in-person tax payments – probably due to the large increase in tax amounts.

Below are the department stats for comparison:

STATISTICS FOR THE FINANCE DEPT

	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 Actual
Checks: Accts Payable	4630	4583	5164	5112	4758
Special Assessment Letters	579	569	724	1040	380
Receipts	2944	3787	3871	4034	3640
Tax Bills Issued	8325	9025	9207	9341	9311
Invoices Typed	325	353	394	498	394
Payroll Checks		6111	6698	7184	7266