

## MEMORANDUM

Date: October 28, 2021  
To: Finance Committee  
From: Paula O'Keefe, Director of Administration  
Subject: Monthly Finance Updates

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### **Finance Updates**

#### ***Current Finance Reporting***

District Accounting staff is currently working with Richardson & Company CPAs again this year to complete the FY 2020-21 audit.

#### ***Contract for Enterprise Resource Planning – ERP, 2021***

The District is moving forward with a contract with Tyler and will present at the December Board for approval.

#### ***Recruitment***

The District is pleased to announce we have extended a tentative employment offer for our new HR Specialist. The tentative start date is projected to be January 4, 2022, to allow for the background process

The HR Specialist will be responsible for assisting the Director of Administration in the day to day operations of human resources activities, including, but not limited to, maintaining personnel records, Workers' Compensation Administration assistance, OSHA reporting, Risk Management and claims processing, Training and Development, PERS reporting and Payroll.

The District continues to recruit for the Utility Billing Specialist.

#### ***Utility Billing***

The District's program manager for utility billing was on sight last month to train staff on utility billing processes. One of the items discovered during the training was unpaid credits to customers dating back to 2012. These refunds should have been processed once the resident moved. Some of these credits are due directly to the customers and some are due to the title company. The total amount due from 2012 through 2019 is slight over \$13,500 and the amount due from 2020-2021 is approximately \$14,000. Staff would like to begin mailing refunds to the appropriate parties to rectify the issue.