Financial Management Context

Annual Revenue
- FY 2019 $7.77 M (Actual)
- FY 2020 $9.17 M (Budget)

Main Transactions
- Utility Billing $1M bi-monthly
  - Online 60%
  - Check/Cash 40%
- Connection Fees $0.5M (FY19)
- Property Tax $0.9M (FY19)
  - 2 x year

Annual Expenses
- FY 2019: $6.44 M (Actual)
- FY 2020: $10.3 M (Budget)

Main Transactions
- Payroll $70K bi-weekly
- Payables $125K 2x month
- Projects $1M (FY19)
- Debt Service $0.6M (FY19)
  - 2 x year
Subject Areas

- Cash
- Utility Billing & Collections
- Accounts Payable
- Payroll
Control Structure & Methods

- Administrative Procedures
- Financial System (Springbrook)
- Banking Technology / Authorizations
- Board Oversight
- Independent Auditor
Cash

Activities

- Processing payments
  *In Person / Mail / Phone / Online*
- Depositing payments
- Conducting bank transfers
- Recording in financial system
- Issuing payments
- Monitoring petty cash

Internal Controls

- Review and verify processes
- Segregate duties
- Match financial reports and bank statements
- Follow up on stale checks
- Use of Wells Fargo e-box
- Use of frequent deposits
- Control access to files
Utility Billing & Payments

Activities
- Establishing accounts
- Requiring deposits
- Reading meters
- Generating bills
- Posting bill adjustments
- Processing payments
- Generating revenue reports
- Handling delinquent accounts

Internal Controls

BILLING
- Verify account specific details
- Verify funding
- Proof-read statements
- Match billed consumption to reads

PAYMENTS
- Review and verify processes
- Segregate tasks
- Clear suspense account
Accounts Payable

**Activities**
- Establishing vendor account
- Issuing purchase orders
- Verifying invoices
- Reviewing CC statements
- Processing travel expenses
- Posting invoices to financial system
- Printing checks
- Signing checks

**Internal Controls**
- Eliminate duplicates
- Match invoices and support documents
- Review financial reports (Board)
- Control access rights in financial system
- Control access rights with bank
- Control access to files
- Segregate duties
- Use secure check stock
- Sign checks according to authorization
Payroll

Activities
- Establishing and modifying employee record
- Approving timecards
- Processing payroll
- Transferring funds
- Distributing checks

Internal Controls
- Control access rights in payroll system
- Control access to files
- Segregate duties
- Use of standardized timekeeping
- Use secure check stock
- Encourage direct deposit