

DATE: April 13, 2024  
TO: Board of Directors, BCRSD  
FROM: Wendy Wieggers  
THROUGH: Joe Foster  
SUBJECT: 1st Quarter 2024 Financial Report Notes

HR DISCUSSION ITEMS:

1. Executive Director position has been filled and the majority of new hire paperwork is complete.
2. The recruitment process for the Equipment Operator is wrapping up. We have one completed interview and another possible on Monday.
3. The recruitment process for the Lead Operator position is in motion. We have a few in-house applicants and one outside applicant with qualifications.
4. We will be reviewing the current project for payroll and payroll timekeeping. My recommendation is to utilize technology with Columbia EDP or Paycom to provide services: payroll, timekeeping, background check services; however, I will be working with QuickBooks to review current processes. This will eliminate many tasks that Sandi and I complete and increase efficiency. Employees will enter their time without cumbersome spreadsheets, requests for time off and payroll paperwork will be digital and time tracking will be easier and accurate. Cost should remain about the same. This is a work in progress.
5. The employee manual is just about wrapped up with a few changes in wording being finalized.
6. Steve Naught at AssuredPartners has started to shop our insurance as requested. We paid our work comp insurance of \$39,000 with MO Rural due to time constraints but Steve called with a quote from MEM that was \$10,000 less for same product. We will get our funds refunded from MO Rural and will pay MEM monthly. MEM has great information and training for safety and a good response time.

GENERAL:

1. These are preliminary 1<sup>st</sup> quarter 2024 reports that may have small updates as I still prepare for the audit and research inaccuracies.
2. My priorities over the next two weeks: audit preparation, clear up A/P inaccuracies, account clean up, QB class updates and time tracking,
3. I will be focusing on current reconciliation procedures between IVUE and QuickBooks to eliminate current complex procedures and make them faster and easier.
4. I will be moving all transactions into one A/P account and cleaning up the A/P transactions.
5. I will be working on a more summarized form of financial reports to show our position at-a-glance.
6. I am running behind on many tasks: invoice by 1-2 weeks, paying credit cards/Nationwide. I will be creating a schedule to eliminate waste, interruptions and to allow me to focus on certain tasks on each day of the month. I have not had time to create a schedule for myself and would like to set aside time to do this. My goal is to set mornings aside for mandatory financial tasks, focus on revising A/P procedures (duplicate payments) and set afternoons aside for HR tasks and special projects.

BALANCE SHEET:

1. I moved the Money Marketing bank account to its own account to make it easier to reconcile. The account is still under "Investments" just separated out.
2. Encumbrances:

\$628,047	Midway
\$177,750	Brookfield
\$170,047	F-250 Truck, Crane Truck Replacement

3. Total cash in bank has increased \$625,700, includes investment account. Factors include reduced expenses, 2023 rate increase, refinance savings, interest income and contracted service income.
4. Interest income roughly \$10,000 per month in income.
5. I am still working on annual adjustment for O&M Replacement account. This will be updated soon.
6. Prepaid insurance is due to recent annual payment to MO Rural for work comp services (\$39,000). This will be updated with recent changes in April.
7. Due to accounting updates, I am reviewing the lease purchase agreement for the sewer jet and the way we accounted for it. The auditors made a large adjustment. I have taken time to update the reporting procedures and these are in effect for future lease purchase agreements. I will touch base with auditors during audit to make sure all is correct.
8. I am currently updating and making current the Work in Progress accounts. No activity since August 2022 and I'm sure there are a few invoices that need to be added and projects added/removed. I will be working with Daniel on this. Is a priority to have done before audit.
9. Current Assets have increased due to increase in cash, the refinance (savings), interest income, contract services, truck purchases and pump purchases.
10. 160600 F/A Vehicles has increased for 2023 due to truck purchases.
11. 160700 F/A Treatment Facilities has increased due to Butch's Investments entries.
12. 160800 F/A Collection Systems has increased due to Equipment Share, Eagle's Nest, Butch's Investment, Trade Winds and Ravenwood. These increased Donated Capital.
13. A/P Retirement shows a larger balance as I was running behind. I am between one week and one month behind and am working to create a schedule. This is caught up right now. Goal is to increase payment time on credit card accounts and Nationwide payments – all other payments are caught up.

#### INCOME STATEMENT:

1. Total income has increased \$21,000 and total expenses have decreased \$24,000 with resulting net income of a positive \$45,000.
2. Total income has increased \$21,000 due to an increase in user fees (\$34,000).
3. Personnel expenses have increased \$17,000 for both Operations and Admin with COLA increase for 2024 of 3.2%.
4. I am splitting Project Management personnel expenses out to track them separately. This will eventually turn into tracking via classes instead of separate accounts on the financial reports.
5. I moved Boone Electric expenses from A/P to expenses. There are other A/P account changes that will take place as I review each account.
6. The City of Columbia fuel expense account shows a large increase but the City has had a few issues with invoicing and this will even out as we move through the year.
7. Engineering & Surveys shows a negative due to receiving reimbursement from DNR for Rollingwood – HDR fees.
8. We are checking on #562300 & 562305 for BEC expenses. This appears to be an issue with entering data.
9. Same with #585500 for SRF Interest Expenses. This will be corrected.

#### BUDGET VS ACTUAL

1. I will be updating the budget to split out Project Management salaries and expenses from Admin Personnel expenses.
2. I have some review to do of SRF expenses to make sure entries are accurate.
3. Contractual Services are under budgeted amount to not having any expenses for mowing. I will need to research that information for mowing expenses.
4. Overall, budgeted income is on target. Total expenses are under budget by -\$152,000.

*Wendy Wieggers*

Manager, Finance & HR

SIGNATURE:

TITLE:

4/13/23

DATE:

---