

DATE: July 12, 2024  
TO: Board of Directors, BCRSD  
FROM: Wendy Wieggers  
SUBJECT: July 2024 HR & Finance Updates

HR DISCUSSION ITEMS:

1. I am finalizing my review of the current project for payroll and payroll timekeeping. My suggestion is to utilize payroll software through Paycor to provide services: payroll, time tracking, background check services, digital files, digital onboarding, performance management. I have reviewed QuickBooks timekeeping, Columbia EDP (ADP), Paylocity, Paycor and a few smaller vendor software options and I find that the services offered by Paycor match our needs at the same cost we are currently paying. This software will manage our HR processes and our payroll processes. I estimate the cost savings will be in time spent on payroll and HR related tasks that will be made easier through the new software, up to \$1,000 per month. This project should have a minimal effect on current cost.
2. I have been in contact with Jenah at Express Employment Professionals. I have completed a description for a temporary employee to assist in digitizing files, including old and current payroll files and for small office projects. This should be in process after July 15.
3. We will be creating processes for an internship program that should start by next summer. The summer internship program opportunity for this summer has already passed. I will try to form the program to focus on year-round internship opportunities starting in 2025. Our intent is to create a procedure for interns over the summer/fall of 2024 and implement this process in 2025.

GENERAL & FINANCE:

1. The updated procurement policy is currently being edited to include cooperative purchasing options through the City of Columbia and Sourcewell.
2. I will be focusing on expense management and QuickBooks Class tracking for accuracy. Time management will be an important area of focus.
3. A/R & A/P audit. There are a few issues that I have needed to address in these accounts and they will be audited and corrected before next Board meeting.
4. The audit is complete and the final audit submitted.
5. On July 1, 2024, Jay Turner of the State of Missouri Attorney General's Office provided resources and training on the Sunshine Law regulations and procedures. The training also touched on the topics of document retention and communications.

BALANCE SHEET:

6. Cash balance is higher than previous period to-date by \$811,000. Factors include reduced expenses, 2023 rate increase, refinance savings, and interest income.
7. Encumbrances:

\$628,047	Midway (Removed April 2024)
\$177,750	Brookfield
\$170,047	F-250 Truck, Crane Truck Replacement
8. The Accounts Payable and Accounts Receivable accounts will be audited by me during the QuickBooks project next week. These accounts were transitioned from desktop to online versions of QB incorrectly. I will focus on this correction. There are errors in these accounts and I am auditing them. The next reports should be accurate.
9. Prepaid insurance account shows a lower amount due to MEM will no longer be an annual prepaid invoice but is now a monthly auto invoice.
10. Prepaid Pump account shows a large reduction due to not purchasing a large quantity of pumps to-date in 2024.
11. We have revised how we account for lease purchases. This will be audited consistently so any new lease purchase agreements are accurate and maintained.

12. Current Assets have increased due to increase in cash, the refinance (savings), interest income, contract services, truck purchases and pump purchases.
13. WIP accounts will be audited individually. The Rollingwood project account shows an increase due to C.L. Richardson invoices reimbursed by DNR. Highfield Acres project shows an increase of \$27,000 due to easement acquisition.
14. 160300 F/A Machinery & Equipment increased due to purchase of line locators and SL-RAT.
15. 160600 F/A Vehicles has increased for 2023 due to truck purchases.
16. 160800 F/A Collection Systems has increased: Khan Subdivision: \$35,000; Melloway Ext: \$25,000; Livingston Ext: \$9,000; Brookfield Fence: \$7,180
17. Midway Crossing balance reflects reimbursements paid to Developments of Far West Boone for Ravenwood.

INCOME STATEMENT:

1. Total income has increased \$151,000 and total expenses have decreased \$8,000 with resulting net income of a positive \$160,000.
2. User fee income has increased \$67,000; however, contracted service income has decreased \$12,000.
3. Interest income has increased \$45,000 over previous period due to interest rates.
4. Miscellaneous income has increased due to DNR reimbursements to C.L. Richardson on Rollingwood contract. I am reviewing this.
5. Personnel expenses have increased \$44,000 for due to hiring for ED position, COLA increase for 2024 of 3.2%, and recruiting for open positions.
6. Under Utility Systems, there has been a correction in the entering of bills leading to a \$24,000 decrease in one account and an increase of \$27,000 in another. This was a reporting correction.
7. Acct 550718 (Treatment Equipment Replacement) shows a large increase in equipment repairs/replacement for an aerator and Sensaphone replacement. Increases in #550756 (Collection Equipment Replacement) refers to the \$18,000 Rocky Fork lift station repair.
8. AWMP costs to-date are at \$46,000.
9. Engineering & Surveys shows a negative due to receiving reimbursement for engineering fees from DNR on Rollingwood and from RML Investments on Prairie Meadows.
10. BEC fees are up \$35,000 due to postage and refunds. We are reviewing.

BUDGET VERSUS ACTUAL REPORT:

1. General income from customer fees and contract services is under budget by \$55,000.
2. Interest income is still higher than budgeted amount.
3. Miscellaneous income is over budgeted amount due to DNR reimbursements for C.L. Richardson on the Rollingwood project.
4. Personnel expenses are under budget (Operations) by \$161,000.
5. Equipment replacement for treatment and for collection are over budget for \$13,000 and \$19,000 due to Rocky Fork lift station repair and
6. Gross income is over budget by \$64,300 and total expenses are under budgeted amount \$281,000 putting us in a positive position over budget by \$345,000.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. Time Tracking
2. QuickBooks Class Tracking/Expense Management
3. Digitizing Files
4. Wage Scale, Wage Study/Job Descriptions
5. Documenting Procedures
6. Insurance Quotes
7. Intern Program

*Wendy Wieggers*

Manager, Finance & HR

SIGNATURE:

TITLE:

7/12/2024

DATE: