



CITY OF LAS VEGAS

Finance Department

January 13, 2010

The Finance Department is a routine department. A lot of the things done around Finance are done at the same time every month. The bills for the city are paid on a monthly basis and standard finance reports are run to show all changes from month to month. We also review reports to ensure departments are abiding by their respective budgets.

All the day to day operations including receipting, journal entries, addressing department issues with the budget, accounts payable, entering requisitions, issuing purchase orders, issuing supplies from inventory are all done by appropriate finance personal to ensure the department flows effectively.

All DFA quarterly reports, lodgers tax reports, budgeted transfers, administrative charges, franchise taxes are paid up to date. Gross receipts tax analysis is up to date as well. CRS and Water Conservation Taxes are reported and paid on a timely basis. We have three budget adjustment requests (BAR's) that have been prepared and will be taken before council on January 20th. The investment policy has been approved by finance committee and is ready for council approval as well.

Finance has implemented telecom and data upgrades around the city offices. The new phones are already being used for every day communication.

We are persistently working with auditors regarding the 2009 audit year. Our goal is to be completed by month end.

Finance is still in the process of researching new accounting/information software options.

Our department continually strives to be prompt, professional and efficient in all that we do to ensure accuracy in every aspect of our job.

Pamela Marrujo
Interim Finance Director