



FINANCE

Presented by: Merissa Carrell

FINANCE

ACCOUNTING

- Accounts Payable
- Annual Financial Statements
- Capital Project Accounting
- Fund Reconciliation
- Grant Accounting
- Payroll

ASSESSMENTS

- Business Inventory
- Parcel Creations
- Property Appraisal
- Property Exemptions
- Property Ownership

FINANCE - ADMIN

- Bonds
- Credit Card Management
- Debt Service
- Grant Coordination
- Information Desk
- Risk Management

REVENUE & BUDGET

- Annual Budget
- Bankruptcy & Foreclosure
- LIDs & Bed Tax
- Medical Billing
- Property Tax Billing & Collection
- Sales & Excise Tax

ACCOUNTING

money going out

Accounts Payable

- Wednesday & Friday Check Runs
- Wednesday = Monday @ 4pm
- Friday = Wednesday @ 4pm
- Annual 1099 to all MSB Vendors

Annual Financial Statements

- Interim Audit in July
- Year End Audit in October
- Final Annual Comprehensive Financial Report (ACFR) due by December 31

Capital Project Accounting

- Distribution of Budget Appropriated Capital Projects
- Reconciliation of annual Capital Project expirations
- Upkeep of Capital Projects to ensure accuracy

Grant Accounting

- Reconcile grant billing to agencies (State and Federal)
- Monitor grant funding to make sure MSB complies with State and Federal funding regulation
- Route assembly approved grant agreements for signature with State and Federal agencies

Payroll

- Biweekly Pay Periods
- Review timesheets for accuracy based on MSBEA, DOL, FLSA
- Payroll reporting: Unemployment, IRS, Employee Benefits, Def Comp, etc....
- Annual W-2 to all MSB Employees

ASSESSMENTS

making the money

Business Inventory

- Exempt up to \$1,000,000
- Returns sent out to businesses in December
- Returns due back March 15 providing amount as of January 1
- 30-day appeal period in April

Parcel Creations

- Subdivisions, 40-ac exemption/waivers, and Condo Plats processed to create new parcels
- New accounts created for following tax year
- Acreage adjustments made for Rights-of-Ways, Public Use Easements, Section line easements if necessary

Property Appraisal

- Assessed values as of January 1
- Appraiser's complete site visits to assigned map areas throughout the year
- Assessment notices mailed end of January
- Appeal period runs 30 days, usually month of February
- Formal Appeal period to follow with the Board of Equalization

Property Exemptions

- State mandated & MSB Optional Exemptions for Seniors over 65 years, Disabled Veterans over 50% disabled, due April 30
- Farm Deferment program due May 15
- Other exemptions include: Non-Profit, Religious, Native and State lands, etc....

Property Ownership

- Ownership is updated daily using Alaska DNR Recording Office records
- Courtesy letters may be sent out in cases of deed issues
- Addresses are updated daily as new information is received to ensure accuracy for tax purposes

FINANCE - ADMIN

show me the money!

Bonds

- Legislation preparation for Ballot, Issuance and Acceptance of Bond
- Prepare both Pre and Post Sale Documents
- Prepare Rating Agency Presentations
- Interact with brokers, attorneys, advisors for bond package
- Manage repayment and Arbitrage requirements

Credit Card Management

- Interact with issuing bank
- Issuance of cards to employees
- Manage and approve card limits
- Review transactions

Debt Service

- Manage legal debt limits
- Repayment of debt
- Reporting for allowable reimbursement

Grant Coordination

- Research grant opportunities
- Assist with grant applications
- Assist with Legislation for grant application, award, and budget revisions
- Assist with grant reporting
- Issuance of MSB Grants to recipients
- C-Pace program
- Point of Contact with Granting Agencies and Departments

Risk Management

- Insurance renewal
- Claims review
- Resolution and Management
- Contract review for Adequate Insurance coverage for contractors
- Coordinates with Health & Safety Manager

REVENUE & BUDGET

money coming in

Annual Budget

- Budget process starts December each year
- Budget hearings start April each year between Assembly and Management
- Budget is approved in May through acceptance and appropriation by Assembly
- Mill rates are set for the levy and collection of taxes

Bankruptcy & Foreclosure

- Foreclosure process starts once an account is one year delinquent
- Foreclosure notice is posted in local newspaper for four consecutive weeks, then judgement and decree filed
- Final step is Clerk's Deed process to place property in MSB's name
- Once decided to MSB, owner has 10-year window to redeem property by paying all back taxes/fees

LIDs & Bed Tax Sales & Excise Tax

- LIDs create better infrastructure to roads and property valuation
- LID due dates are semi annual: March and September
- Bed Tax, Talkeetna Area 36 Sales tax, and Marijuana Sales tax generate revenue quarterly
- Excise Sales Tax revenue is generated monthly

Medical Billing

- Charges for ambulance services are process by MSB
- Invoices sent to Insurance companies or patients for payment
- Payments received through; check, credit card, cash and bank wires
- Uncollected accounts are referred to collection agencies

Property Tax Billing & Collection

- Property assessments created January 1st for year tax is assessed.
- Property tax bills mailed July 1st
- 1st due August 15th
- 2nd due February 15th
- Delinquent notices mailed in October and April

FINANCE

contacts

ACCOUNTING

- Liesel Weiland - Comptroller
 - 907-861-8624
- Merissa Carrell – Assistant Comptroller
 - 907-861-8623
- Payroll
 - 907-861-TIME
- Jeff Stevenson – AP Supervisor
 - 907-861-8657

ASSESSMENTS

- Krista King – Assessor
 - 907-861-8645
- Art Godin – Assessor
 - 907-861-8686
- Assessments Main Office
 - 907-861-8642

FINANCE - ADMIN

- Cheyenne Heindel – Finance Director
 - 907-861-8630
- Angelina Blanchard – Dept Admin
 - 907-861-8619
- Information Desk
 - 907-861-7879 or Dial “o”

REVENUE & BUDGET

- Lyndsey Brisard – R&B Manager
 - 907-861-8567
- Chelsea Ham – Billing & Receivables Supervisor
 - 907-861-8607
- Collections
 - 907-861-8610