



To: The Lee County Board
From: Paula Meyer, Treasurer
Date: November 1, 2022
Subject: Accomplishments

When I ran for office in 2018, I promised to update and streamline the Lee County Treasurer's office processes. As I am leaving office soon, I want to share my accomplishments with you.

All three Deputy Treasurers deserve a big thank you for their openness to change and willingness to learn new methods.

Cash

- Closed 77 extraneous bank accounts to improve operational efficiency
- Reconciled long standing audit discrepancies in cash and inter-funds
- Booked all unrecorded cash accounts into the accounting system
- Researched and paid out stale monies held in trust

Accounting and Financial

Modernized the accounting system by implementing a new accounting software which:

- Improved the tracking of 69 distinct funds
- Streamlined cash receipting by eliminating a second software
- Automated accounts payable which reduced duplicate handling of invoices
- Added real time online budget access for County departments
- Increased financial transparency due to expanded reporting capabilities

- Created comprehensive financial reports
- Created long term financial projections to facilitate planning
- Researched and wrote a manual on the purpose and use of all County funds
- Wrote County policies for accounting, budget creation and capitalization
- Eliminated outdated and duplicate funds
- Strategically restructured the County's annual tax levy
- Prepared the County's annual budget
- Coordinated the annual financial audit

Payroll

- Assumed all payroll processing into the Treasurer's office
- Brought payroll into compliance with federal regulations
- Researched and cleared outstanding payroll tax discrepancies
- Co-wrote, with Wendy Ryerson, the current Employee Handbook



Implemented timely reconciliation of payroll to ensure accuracy
Calculated scenarios and researched comparisons to improve disparity in County office staff wages

Accounts payable

Brought vendor reporting into compliance with IRS regulations
Created claims reporting to comply with state regulations
Co-wrote, with Wendy Ryerson, the current Procurement Policy

RE Taxes

Implemented monthly reconciliation of RE tax collections
Reconciled and closed the RE tax year in conjunction with the County's year end
Automated the recording of online RE tax payments

Miscellaneous

Created job descriptions, a comprehensive task list and corresponding procedure documentation for the Treasurer's office
Coordinated the state reporting and registration of County grant funds
Requested State approval to dispose of old records which freed up 3 storage rooms for alternate uses, including an additional conference room