

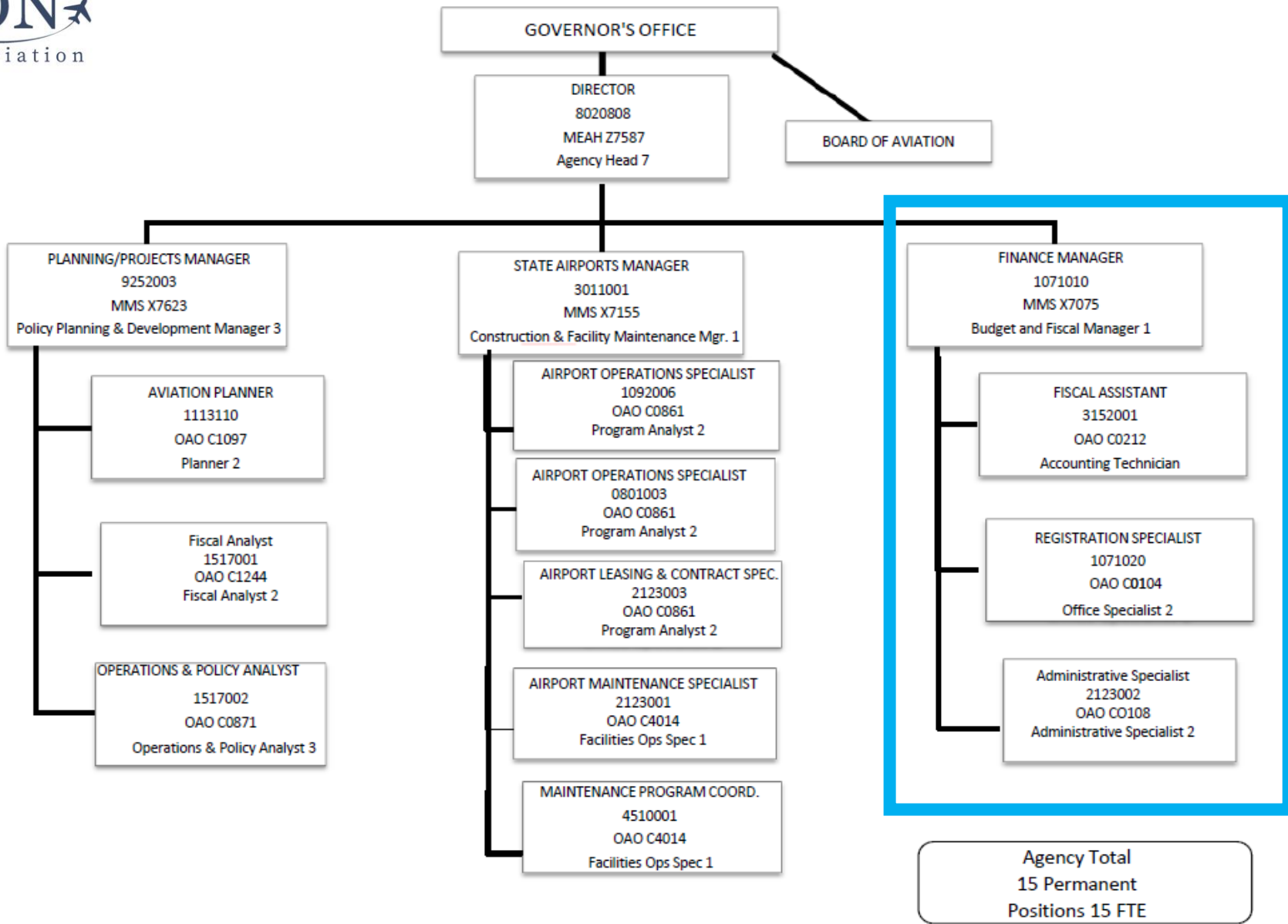


Finance & Administration

May 2, 2024

- **Finance & Administration Overview**

Finance & Administration Overview



Finance & Administration Overview

THE TEAM



Finance & Administration Overview

Finance for Agency

- A/R and A/P
- Asset Tracking
- Aircraft & Public Use UAS Registration
 - Accounts Receivable Reporting
- Revenue, Expense, Cash Balance Tracking & Forecasting
 - Budget Development
- Manage Finances for Federal Grants
 - Submitting RFRs to FAA
 - Agency Financial Reporting

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Administration for Agency

- Front Office Reception
- Office Supplies/Phones/Mail
- Aviation Board Administration
 - Website Updates
 - Social Media
- Agency Credit Card Administration
 - Help with Rulemaking
 - Central Service Liaison

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Reporting for Agency

- Affirmative Action Plan
- Diversity Equity Inclusion Plan
- Annual Performance Progress Report (KPMs)
 - Agency Annual Report
 - New Employee Orientation
- Manage Records Retention for Agency
 - Manage Public Records Requests

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Front Office Reception
Registers Aircraft & Public Use UAS
Public Airport Licenses
Collections
Coordination with DOR
Office Administration including:
-Ordering Office Supplies
-Processing Agency Mail

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Agency Accountant
Pays Invoices
Agency Credit Card Coordination
Journal Entries- Correcting Coding
Accounts Receivable
Maintains Asset & Inventory Lists
Manages Surplus
Maintains Records Retention Schedule

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Aviation Board Administration:
Prep Before Meetings
Arranging meeting locations,
Meals, Lodging
Handles our Tech
Travel Reimbursements
Social Media
Maintain & Update Website
Marketing
Fuel Tracking Reports



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Questions