



## Division Report

**Deputy of Parks Administration: Angela Nelson**

Human Resources / Finance / Payroll

Parks Commission Meeting • April 12, 2023

Special Thanks!

ParkStat Meeting: 1st Quarter (January, February, March)

New position: Social Media & Marketing Coordinator (Administration)

Payroll Entries due to the storm damage

Provide support to staff regarding Cash Control procedures

Training for Reconciling Credit card transactions

Perform weekly unannounced site audits and petty cash audits

Asset Inventory due to the storm damage

Monitor spending