



# Financial Services Department

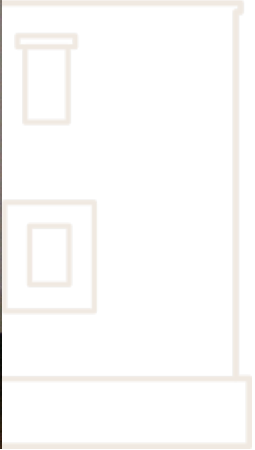
Bob Stratton, Director

# Overview

- Staff
- Operations
- Financial Controls
- Contracts
- Legal Activities



# The Crew



# Operational Improvements

- Continuing to Digitize RSAs
- Overdue Maintenance
- Reminders Overdues
- Work with Engineering Projects
- New Support Contractor for Accounting Software



# 2008 Payment Types

TYPE	NUMBER	VALUE	AVERAGE TRANSACTION
CHECKS	7,776	\$ 7,402,125	\$ 952
CREDIT CARDS	6,774	\$ 4,234,463	\$ 628
WIRES	88	\$ 231,257	\$ 2,628
TOTALS	14,608		

# Financial Controls

- **Lockbox**
  - As recommended by a previous audit
- **Purchase and Payment Approvals**
- **Daily Monitoring of Company Accounts**
  - both credit card and operating



# Monitor Economic Environment

- **Keep the Finance Committee informed:**
  - ARIN's accounts, both Investments and Operating Bank Accounts
  - Constant communication with Bank and Investment Advisor
  - Following "Prudent Man" principal in performing fiduciary duty

# Contracts / Legal

- **In House Staff Attorney – Works with General Counsel**
  - Draft and Review Outsourcing Contracts
  - Review RSA Revision Requests
  - Document Retention Policy Development
  - Review Documents Related to Requests
  - Helps to respond to subpoenas
  - Conducts Preliminary Legal work



# Thank You

