The Finance Department is responsible for administering the City's financial policies and procedures which include: accounts payable, accounts receivable, annual audit process, annual budget preparation, cash and investment management, financial reporting, and business licenses, and building permitting. The department establishes and maintains an accounting and reporting system in accordance with State and Federal laws, and Generally Accepted Accounting Principles.



The Finance Department consists of the Finance Director, Accounts Receivable and Accounts Payable clerks. We strive to provide the highest attainable level of citizen-employee service while managing all aspects of the town's finances.

2022-2023 Budget and Ordinance Revenue Budget Comparison 2018-2019 Expense Budget Comparison 2018-2019

Supporting Documents

FY 2023-2024 Budget Ordinance 93.13 KB

Marquita Fair

Administrative Operations Manager + Clerk to Council 803-581-2123 (Press #) Ext. 238 Email Kimberly Hefner Bookkeeper, Payroll 803-581-2123 (Press #) Ext.40 Email View PDF