

Treasurer
August Report

Accomplishments:

July 18 – August 19

Completed Payroll Processing for Pay Period ended 07/23, and 08/06.

1. Completed Bill Payment for weeks 07/22, 07/29, 08/05, and 07/19.
2. Continued progress in scanning and filing accounting documents.
3. Payments for the TDA on Retirement Account for 07/29, and 08/12.
4. Payment of TDA Charges for the period 08/2022
5. Worked on the FLAP and GLI Schedule to bring up to account and resolved issues with MOA.
6. Completed Reconciliations for Bank Accounts.
7. Completed and Finalized FY 23 Budget through to Approval.
8. Received and deposited Personal Property Tax, including PPTax-Utilities.
9. Prepared Billing for Personal Property Taxes for more recent certifications.
10. Received the remaining funds for ARPA Grant
11. Completed LGIT Review for Insurance Renewal.
12. Reviewed RFPs for Potential External Auditor
13. Input Approved FY '23 Budget into the ERP System
14. Summer Youth Intern support to the Treasury Dept.

Projected Goals:

thru to September 10, 2022

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Reconcile and pay Retirement Account and Group Life Insurance for 09/2022.
4. Resolve MOA Charges for Retirement (FLAP) accounts. – Pay up arrears in Retirement Funds for prior years.
5. Prepare Bank Reconciliation for All Bank accounts.
6. Continued Review - Verizon Accounts for discrepancies, as list needed validation before action. – Project was pushed forward to next month.
7. Review Accounts Receivable to ensure complete collection.
8. Reconciliation of other AR and AP
9. Complete the Treasurer's Report for the period – 06 & 07/2022.
10. Coordinate with Code Enforcement to reconcile business licenses and charges for PPTax.
11. Input and setup AR for Business Licenses – After reconciliation of Business Licenses and BPPTax.
12. Archive files that need to be sent to storage – Shore Scan
13. Start Preparation for the FY 2022 Audit
14. Review resumes to replace the Assist. Staff Accountant