



Treasurer July Report

Accomplishments:

June 18 – July 18

1. Completed Payroll Processing for Pay Period ended 06/25, and 07/09.
2. Completed Bill Payment for weeks 06/24, 07/01, 07/08, and 07/15. For these periods, the Operating Account had an average of 16 checks issued over the 4 payables period totaling \$173,088.12. Gold Room had 1 over the same period, with a total of \$200.00
3. Continued progress in scanning and filing accounting documents.
4. Payments for the TDA on Retirement Account for 07/01, and 07/15.
5. Payment of TDA Charges for the period 07/2022
6. Working on the FLAP and GLI Schedule to bring up to account, having issues with MOA. Have reach out to MOA, however they have not finalized on a POC/account manager.
7. Completed Reconciliations for Bank Accounts.
8. Completed Revised FY 23 Budget Proposal.
9. Coordinated with Code Enforcement to reconcile business licenses and charges for PPTax. More work to be done.
10. Received and deposited Personal Property Tax, including PPTax-Utilities.
11. Prepared Billing for Personal Property Taxes for more recent certifications.
12. Received SAPP Grant after recon with CAFR '21
13. Completed LGIT Review for Insurance Renewal.
14. Prepared Treasurers Report for 05/2022
15. Reviewed RFPs for Potential External Auditor
16. Summer Youth Orientation to the Treasury Dept.

Projected Goals:

thru to August 10, 2022

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Awaiting the finalization of FY '23 Budget for input to the ERP System
4. Reconcile and pay Retirement Account and Group Life Insurance through 05/, 06/ & 07/2022. Will reach-out to MOA for clarity.
5. Resolve MOA Charges for Retirement (FLAP) accounts. – MOA has changed their System, will receive training on usage
6. Prepare Bank Reconciliation for All Bank accounts.
7. Continued Review - Verizon Accounts for discrepancies, as list needed validation before action. – Project was pushed forward to next month.
8. Review Accounts Receivable to ensure complete collection. – Working with Summer Youth and training on accounting review and analysis
9. Reconciliation of other AR and AP – Working with Summer Youth and training on accounting review and analysis
10. Complete the Treasurer's Report for the period – 06/2022.
11. Coordinate with Code Enforcement to reconcile business licenses and charges for PPTax.
12. Input and setup AR for Business Licenses – After reconciliation of Business Licenses and BPPTax.

13. Archive files that need to be sent to storage – Shore Scan