

**Treasurer**  
**May Report**

Accomplishments:

April 19 – May 18

1. Completed Payroll Processing for Pay Period ended 04/22 and 05/06.
2. Completed Bill Payment for weeks 04/22, 04/29, 05/06, and 04/13.
3. Continued progress in scanning and filing accounting documents.
4. Payments for the TDA on Retirement Account for 04/22 and 05/06.
5. Payment of TDA Charges for the period 05/2022
6. Working on the FLAP and GLI Schedule to bring up to account
7. Completed Reconciliations for Bank Accounts.
8. Completed FY 23 Budget.
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. Prepared Treasurers Report for 03/2022

Projected Goals:

thru to June 10, 2022

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Continue to finalize FY 23 Budget and continue analysis for FY 2023 Budget
4. Reconcile and pay Retirement Account and Group Life Insurance through 04/2022.
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. Review Verizon Accounts for discrepancies, as list needed validation before action.

8. Review Accounts Receivable to ensure complete collection.
9. Reconciliation of other AR and AP
10. Complete the Treasurer's Report for the period – 04/2022.
11. Coordinate with Code Enforcement to reconcile business licenses and charges for PPTax.
12. Input and setup AR for Business Licenses
13. Archive files that need to be sent to storage – Shore Scan