

## **Treasurer Report October 2022**

### **Accomplishments:**

#### **September 10 – October 21**

1. Completed Payroll Processing for Pay Period ended 09/17, 10/01, and 10/15.
2. Completed Bill Payment for weeks 09/23, 09/30, 10/07, 10/14 and 10/21.
3. Continued progress in scanning and filing of current accounting documents.
4. Selected Assist. Staff Accountant.
5. Payments for the TDA on Retirement Account for 09/23, 10/07, and 10/21.
6. Payment of TDA Charges for the period 10/2022
7. Worked on the FLAP and GLI Schedules and resolved issues with MOA.
8. Reconciled other AR & AP and prepared adjustments based on findings
9. Prepared Treasurers Report of August 2022.
10. Started preparing Treasurers Report for September 2022.
11. Completed Reconciliations for Bank Accounts.
12. Deposited funds received during the month, including Personal Property Tax.
13. Prepared Billing for Personal Property Taxes for more recent certifications.
14. Preparing for 2022 Fiscal Audit
15. Made recommendations for Homestead Tax Cap for 2023

### **Projected Goals:**

#### **thru to November 10, 2022**

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Request reimbursement from Open Space Grant – MLK Park
4. Reconcile and pay Retirement Account and Group Life Insurance for 11/2022.
5. Resolve MOA Charges for Retirement (FLAP) accounts. – Pay up arrears in Retirement Funds for prior years.

6. Prepare Bank Reconciliation for All Bank accounts.
7. Review Accounts Receivable to ensure complete collection.
8. Reconciliation of other AR and AP.
9. Complete the Treasurer's Report for the period – 09/2022.
10. Meet with Dept. Heads for Budget Variance Report.
11. Coordinate with Code Enforcement to reconcile business licenses.
12. Input and setup AR for Business Licenses – After reconciliation of Business Licenses.
13. Archive files that need to be sent to storage – Shore Scan
14. Preparing for the FY 2022 Audit
15. Submissions for Homestead Tax Cap for 2023 and Tax Differential for 2024.