

Treasurer Report

December 2022



Accomplishments:

November 10 – December 21

1. Completed Payroll Processing for Pay Period ended 11/26, and 12/10.
2. Completed Bill Payment for weeks 11/25, 12/02, 12/09, and 12/16.
3. Continued progress in scanning and filing of current accounting documents.
4. Payments for the TDA on Retirement Account for 12/02, and 11/16.
5. Payment of TDA Charges for the period 11/2022
6. Payment of FLAP for the period 11/2022
7. Worked on the GLI Schedules and resolved issues with MOA.
8. Reconciled other AR & AP and prepared adjustments based on findings
9. Prepared Treasurers Report of October 2022.
10. Started preparing Treasurers Report for November 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. Provided schedules and other items for 2022 Fiscal Audit
15. Filed application for the SAPP Grant for 2024
16. Prepare and sent application for Bond Bill requisition to Chief for submission
17. Met with Department Heads on Budget vs. Actual (BVA's) made recommendations for future spending.

Projected Goals:

thru to January 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 (As soon as check are cleared)
4. Reconcile and pay Retirement Account and Group Life Insurance for 12/2022.
5. Resolve MOA Charges for Retirement (FLAP & GLI) accounts.
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 – 11/2022.
10. Meet with Dept. Heads for Budget Variance Report (BVA's).
11. Archive files that need to be sent to storage – Shore Scan
12. Continued work with auditors for the FY 2022 Audit
13. Start preparing the budget for the FY2024.