

Treasurer Report

February 2022



Accomplishments:

January 10, 2022 – February 20, 2023

1. Completed Payroll Processing for Pay Period ended 02/04/2023, and 02/14.
2. Completed Bill Payment for weeks 01/27/23, 02/03/23, 02/10/23, and 01/17/23.
3. Continued progress in scanning and filing of current accounting documents.
4. Payments for the TDA on Retirement Account for 01/27/23, and 02/10/23.
5. Payment of TDA Charges for the period 01/2023
6. Payment of FLAP for the period 01/2023
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 December 2022.
10. Started preparing Treasurers Report for January 2023.
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. Work with the Auditors to file the FY 2022 Uniform Financial Report (UFR) and financials.
15. Started the budget processes for FY 24 (Distributed budget worksheet to the respective Department heads)
16. Met with Department Heads on Budget vs. Actual (BVA's) made recommendations for future spending and made budget adjustments within department.
17. LBI application completed and submitted to Senate.
18. Received the Constant Yield Tax Rate for FY 2024 and distributed to Council and Mayor.

**Projected Goals:
thru to March 10, 2023**

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 01/2023.
4. Resolve MOA Charges for Retirement (FLAP & GLI) accounts.
5. Prepare Bank Reconciliation for All Bank accounts.
6. Review Accounts Receivable to ensure complete collection.
7. Reconciliation of other AR and AP.
8. Complete the Treasurer's Report for the period – 12/2022.
9. Meet with Dept. Heads for Budget Variance Report (BVA's).
10. Archive files that need to be sent to storage – Shore Scan
11. Continued work with auditors for the FY 2022 Audit
12. Continue preparing the budget for the FY2024.
13. Finish the application for the LBI