

Accomplishments:**December 10, 2022 – January 20, 2023**

1. Completed Payroll Processing for Pay Period ended 12/30/2022, and 01/13/23.
2. Completed Bill Payment for weeks 12/30/22, 01/06/23, 01/13/23, and 01/20/23.
3. Continued progress in scanning and filing of current accounting documents.
4. Payments for the TDA on Retirement Account for 12/30/22, and 01/13/23.
5. Payment of TDA Charges for the period 12/2022
6. Payment of FLAP for the period 12/2022
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 November 2022.
10. Started preparing Treasurers Report for December 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. Requested final reimbursement from the Open Space Grant for the MLK Park
16. Started the budget processes for FY 24
17. Met with Department Heads on Budget vs. Actual (BVA's) made recommendations for future spending.
18. Started the application for the LBI

Projected Goals:**thru to February 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