

Treasurer Report
September 2022



Accomplishments:

August 18 – September 19

1. Completed Payroll Processing for Pay Period ended 08/20, and 09/03.
2. Completed Bill Payment for weeks 08/26, 09/02, 09/09, and 09/16.
3. Continued progress in scanning and filing accounting documents.
4. Interviewed for the replacement of the Assist. Staff Accountant. – TBC
5. Payments for the TDA on Retirement Account for 08/20, and 09/03.
6. Payment of TDA Charges for the period 09/2022
7. Worked on the FLAP and GLI Schedule to bring up to account and resolved issues with MOA.
8. Reconciled other AR & AP and made adjustments based on findings
9. Prepared Treasurers Report of July 2023.
10. Started preparing Treasurers Report for August 2023.
11. Completed Reconciliations for Bank Accounts.
12. Received and deposited Personal Property Tax, including PPTax-Utilities.
13. Prepared Billing for Personal Property Taxes for more recent certifications.

Projected Goals:

thru to October 10, 2022

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 10/2022.
4. Resolve MOA Charges for Retirement (FLAP) accounts. – Pay up arrears in Retirement Funds for prior years.

5. Prepare Bank Reconciliation for All Bank accounts.
6. Continued Review - Verizon Accounts for discrepancies, as list needed validation before action.
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 and charges for PPTax.
12. Input and setup AR for Business Licenses – After reconciliation of Business Licenses and BPPTax.
13. Archive files that need to be sent to storage – Shore Scan
14. Preparing for the FY 2022 Audit
15. Review resumes to replace the Assist. Staff Accountant.