

Treasurer Report

November 2022



Accomplishments:

October 10 – November 21

1. Completed Payroll Processing for Pay Period ended 10/29, and 11/12.
2. Completed Bill Payment for weeks 10/28, 11/04, 11/11, and 11/18.
3. Continued progress in scanning and filing of current accounting documents.
4. Payments for the TDA on Retirement Account for 11/04, and 11/18.
5. Payment of TDA Charges for the period 10/2022
6. Worked on the FLAP and GLI Schedules and resolved issues with MOA.
7. Reconciled other AR & AP and prepared adjustments based on findings
8. Prepared Treasurers Report of September 2022.
9. Started preparing Treasurers Report for October 2022.
10. Completed Reconciliations for Bank Accounts.
11. Deposited funds received during the month, including Personal Property Tax.
12. Prepared Billing for Personal Property Taxes for more recent certifications.
13. Preparing for 2022 Fiscal Audit
14. Filed Homestead Tax Cap for 2023
15. Reported Tax Differential for 2023-2024
16. Assist with the preparation of the Census for Police Dept.
17. Met with Department Heads on Budget vs. Actual (BVA's) made recommendations for future spending.

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.
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 – 10/2022.
10. Meet with Dept. Heads for Budget Variance Report.
11. Archive files that need to be sent to storage – Shore Scan
12. Preparing for the FY 2022 Audit
13. Submissions for Homestead Tax Cap for 2023 and Tax Differential for 2024