

Charlotte Phillips

Clerk Treasurer Report

Since I started January 14, 2026. Missy has been training me with various QuickBooks duties such as: Bank Reconciliation, entering customer payments, paying bills, entering invoices and bill payments, entering timesheets for payroll. I am still learning and she has been very patient with me. I feel a lot more confident since I started. She is a very good teacher! I still have yet to learn but looking forward to learning more. I will be attending a Financial Management training for Rural Utilities and applying to take a Quickbooks course with the Arviq Center in March.

Clerical duties: Made 2026 Vendor files. Missy is still training me with getting meetings ready. She showed me once when she was getting the January 2026 meeting ready. I worked with her again for this meeting.