



TO: The Honorable Mayor & Town Council
FROM: Tomeka C. Morgan, Interim Town Treasurer
SUBJECT: September Treasurer's Report
DATE: August 24, 2026

SUMMARY:

During the month of August, the Treasurer's office worked on the following items:

Status of Town Audits

- FY25 Audit
 - Audit work is complete and a draft has been received and reviewed. Presentation is anticipated for the September 3rd council meeting.

Southern Software

- 100% implemented and we have been fully functioning on the system for over a year now. Keystone has been fully transferred into Southern and with the FY 25 audit being completed, it will no longer be utilized. This section will be removed after this meeting.

Real Estate / Personal Property

- Contract for TACS Collection Services has been completed, and real estate and personal property collection are ready to begin
- Town staff met with County Commissioner of the Revenue staff for introductions and on roles and responsibilities in regard to the upcoming billing

Utility Billing

- Utility Bills for the May/June usage (7/9/26 Bill Date) were due 8/17/2026
- Utility Bills for the March/April usage (5/7/26 Bill Date) were due 6/16/2026 and any payments not received on or before this due date have incurred late penalties
- 85 delinquent Cut-Off Notices were distributed on 8/6/2026 to provide 10-day notice in accordance with our policies for delinquent usage
- 10 utility cut-Offs occurred on 8/19/2026
 - ◆ 1/10 were cut off due to failure to establish a utility account and the remainder were cut off due to non-payment
 - ◆ 2/10 remain shut off as of the date of this memo

Other Finance Department Operations

(AP, AR, Events, Trash Requests, Business Licenses, Etc.)



- ClearForms rolled out the electronic meals tax forms with the August 20th due date
- Approximately 72 front desk customers signed in and/or served at the front desk
- Monthly AP processing – 2 check runs completed