



TO: The Honorable Mayor & Town Council
FROM: Tomeka C. Morgan, Interim Town Treasurer
SUBJECT: May Treasurer's Report
DATE: May 28, 2026

SUMMARY:

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

Status of Town Audits

- FY25 Audit
 - Preliminary audit work has begun and is being provided to the auditors
 - Meetings have been scheduled to follow up with the progress of the audit

Southern Software

- Staff continues to assist customers with the PSN payment portal and any questions regarding their bills.
- All Keystone entries have been moved to Southern and we have completely discontinued use.
- EFT processing module for Accounts Payable is 100% completed.

Utility Billing

- Utility Bills for the March/April usage (5/7/26 Bill Date) will be due 6/16/2026
- Utility Bills for the January/February usage (3/7/26 Bill Date) were due 4/16/2026 and any payments not received on or before this due date have incurred late penalties
- Delinquent Cut-Off Notices will be distributed on 6/2/2026 to provide the 10-day notice in accordance with our policies for delinquent usage
- Cut-Offs will occur on 6/15/2026 if delinquent payment is not paid on or before that date

Other Finance Department Operations

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

- Approximately 75 front desk customers signed in and/or served at the window
- Continuing with ongoing efforts on the days the Town Office is open to the public to answer utility billing and usage questions, concerns, complaints and requests for assistance
- Monthly AP processing – 4 check runs completed (weekly process)
- All Business license applications have been processed



Town of Bowling Green

Council Memorandum
