



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Tina Staples, Finance Director/Treasurer
COPY: India Adams- Jacobs, Town Manager; Jeff Gore, Town Attorney
SUBJECT: Treasurer's Report
DATE: September 5, 2024

During the month of August, the finance department worked on the following items:

- Audit FY22 Status
 - Uploaded files to auditor and scheduled on-site visit with the auditors for September 11/12, 2024.
- FY23/24 Expenditures and Revenues keystone entry
 - The finance staff has completed a great deal of data entry to get the Town's books up to date.
- Southern Software coordination and transition planning underway
- Worked on staff training and separation of duties for the finance team.

Agenda Items

- The proposed Town Code language update is included on this agenda for your review/approval. The Town Council approved the leak adjustment policy during its regular August meeting.

Operational Items Update

- 941s catch up- FY21,22,23 and FY24
- FY21 completed. FY22 & 23 still outstanding. FY24 is up to date
- Bank reconciliation completions. FY21, FY22 and FY23 completed. FY24 is still outstanding.

Thank you all for your ongoing cooperation and support.

For any questions, please contact me at towntreasurer@townofbowlinggreen.com or (540) 656-9120.