



## **Finance Report**

### **Courtney Baham**

### **Accounting Specialist & HR Coordinator**

## **Monthly Responsibilities**

- **Daily Deposits**
  - Deposit checks remotely to Sturgis
  - Recount cash deposits before City Manager takes them to the bank
- **Payroll**
  - Processed 2 payrolls in May
  - Created a how-to document on processing payroll
  - Balanced the Misc. Net Checks liability account
    - Processed 6 payroll checks out of AP that were never cashed and wrote a letter to the employees. Direct deposit is now required going forward to prevent this from re-occurring.
  - Verified time-off banks against ELRR sheets
- **Retirement Reporting**
  - MERS reporting (end of month)
  - MERS Empower 457 (bi-weekly)
- **Fringe Benefits**
  - Process and pay insurance invoices
  - Manage payroll deductions (e.g., Union Dues, AFLAC)
  - Reconcile to tracking spreadsheets
- **Miscellaneous Receivables**
  - Billing for septage companies, landfill, school, COMTO (Thriving Communities Grant), and seasonal mowing
- **Accounts Payable**
  - Enter invoices into the system
- **Check Runs**
  - Process checks and EFT payments (Tuesday following City Commission meetings)
  - Completed 2 check runs
  - Processed 2 positive pay uploads
  - Reconciled credit cards
- **Budget Reporting**
  - Distributed budget reports to department heads after check runs

## **Tasks Completed This Month:**

- MML Workers Compensation Renewal for FY 26/27

- School Tax Collection invoices, letters & resolutions
- Onboarding for 3 part-timers
- Meeting with Michigan Planners
  - Obtaining proposals for July 2026-June 2027 coverage year.
  - Insurance Renewal Completed
  - Life Insurance quotes obtained
- CDBG Reconciliation and reimbursement request submittal
- Garnishment paperwork filed