



FINANCE DEPARTMENT REPORT:

December 2025

- Balance and post daily Cash Receipts
- Check Sigma for State payments and post in GL
- TMF grant administration
- USDA loans administration/ Pay draw requests
- Obtaining interest quotes from several sources. Reinvesting the CDs that matured during the month of December
 - Sturgis
- Obtain copies of Investment Account bank statements Honor, Sturgis, 1st Source, Horizon, MiCLASS and UMB. Record interest earned.

*Posting of Summer and Winter tax payments into the County Tax Database (need to post each one individually)

Prepared paperwork September-October disbursements after accounts were balanced.

Post City property tax income to the General Ledger

Prepare revised DDA capture reports for the Summer tax season with new figures.
Release funds to the DDA's account at Honor.

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Winter property tax bills are out and will begin collecting on 12/1/25.

Print and email/mail various escrow agent/resident winter tax bills.

Sign up for ACH payments for the Thriving Communities Program and register for an account with Bill.com

Sign up for ACH payments for the RBDG program (first reimbursement request is pending)

Answer emails from Brian and Jeremy on various audit items/questions

Discuss Fire Department quotes for SCBA sets, purchase of 5 or 15 and discuss options with Tony for funding the purchase.

Renew the City's SAM.gov registration for December 2025-November 2026

Updated status to Submitted for the TF24-0129 Grant Agreement for Riverfront Boat Launch on the MiGrants website; email with Charamy at the DNR regarding the project.

Review the Auditor's MD&A section for the Audit; discuss with Tony and respond to Jeremy with our questions and suggested corrections; review revised document and give approval.

Research special assessments under the Police and Fire Protection Act PA33 of 1951

Research the impact of the penny production being discontinued. Currently, nothing is being done until further guidance is provided.

Gather tax documents for Bendzinski & Co. (Andy) to prepare our annual Continuing Disclosure Filing.

Communications with S. Redman regarding MDOT payments and invoices (USDA projects and Trail projects). Received the 12/4/25 Statement on 12/17/25.

DDA Finance Committee Budget meeting

Reporting for grants (Trail, Riverfront)

Process payments for USDA contractors (K & R and Prein)

Process payments for TMF Grant contractors (Plummers and Prein)

Process payments for MDOT (USDA project and Trail Ext project)

Working with Joelle at Abonmarche on several different grant items and reports

Work with Joelle to prepare a grant reimbursement request for the trail extension project. Suzanne wasn't any help with this. Received notification the reimbursement was approved on 12/15/25. Search grant website for reimbursement details.

Monthly Finance Meeting on 12/17/25. Goal is to have budget amendments for the second meeting in January (1/26/26).

Working with Sanya on the CHILL grant

-Process payments to the Contractors and requesting Enfocus reimbursement

Prepare grant reimbursement request for the RBDG grant (Event space) and work with Joelle to submit the request.

Attend the DDA's Budget workshop meeting.

Send payment receipts to Sanya for and reimbursement under the CHILL CDBG monies.

Get Kristen set up with access to BS&A for General Ledger and with BS&A Assessing.