



FINANCE DEPARTMENT REPORT:

SEPTEMBER 2026

- 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. Obtain copies of Investment Account bank statements Honor, Sturgis, 1st Source, Horizon, MiCLASS and UMB.

- Attend Department Head meetings every Monday morning
- Attend City Hall meetings on Thursday mornings
- Attend City Commission meeting on 9/14/2026
- Attend BARB meeting on 9/16/2026

Tax distribution for the month of August 2026

Update the spreadsheet used to track tax disbursements for the current tax year.

Provide various tax bill copies to residents as requested

Research 206 Days Avenue tax notice for 2025

Review the new lease documents for the Cemetery's new Dump Truck.

Consult with Joelle at Abonmarche regarding filing an amendment for the Riverfront grant project to extend the time for completion of the project. Tony wants to rebid the contracts.

Progress Reports for the Grants- work with Joelle to get the Recreation Grant Progress reports completed, signed and sent back to her to file. Reach out to Suzannah at Wightman regarding the Progress report need for the Trail Extension project that is still open. Progress report received, signed and sent back to Wightman. Reports filed with the State.

Research special revenue funds versus fiduciary funds for BARB for their meeting on 9/16/26.

Phone conferences with Brian Hake. Coordinate with Brian Hake regarding the share file and audit list of documents that will be needed.

Begin preparing the Grant spreadsheet provided by Brian for the Audit. Begin working on the audit list of documents to upload to Brian for the Audit.

Continue work on preparing year end 2026 closing entries in BS&A for the audit.

Attend presentation on AI from the IT Director at Sturgis Bank

Prepare debt payments:

UMB Bank)

Capital One)

Sturgis Bank

MI Finance Authority

Begin preparation of the next draw for the RAP grant Milestone #2. Work with Michael Schwartz on the eligible costs to be included.