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FINANCE DEPARTMENT REPORT:

OCTOBER 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 10/26/2026
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Tax distribution for the month of September 2026

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

Provide various tax bill copies to residents as requested

Consult with Joelle at Abonmarche regarding documents needed to be signed and uploaded for the for the Riverfront grant project.

Phone conferences and emails with Brian Hake regarding audit list items and closing journal entries.

Preparing the Grant spreadsheet provided by Brian for the Audit.

Continue work on 2026 Audit list of requested documents

Auditors on site 10/21/26

For single audit, categorize and label all USDA CIP and Loan activity.

Prepare 1st Quarter Budget Amendments

Prepare a Finance Report for BARB meeting on 10/21/26 that outlines what fundraising and donation dollars were received, expenses and balances.

Prepare documents for the Finance Committee meeting on 10/22/26.

Prepare checks for Alice to pick up for the Tin Shop

Coordinate the training and implementation of the permit process on the Cash side. Kellie will be primary, with Emma and Courtney trained as back up

Provide Brittany at Bendzinksi office (Andy Campell) with requested items for DWSRF Application Part 1 (Courtney and Kellie contributed to the gathering of information)

Coordinate with Tony on the Capital Assets additions/subtractions for the audit, and determining life of each asset for depreciation calculations

Emailing with Samantha at FV regarding Brownfield prior year tax capture; scheduled a meeting with her on the Nov 9th.

Auditors back on site 10/29/26

Sort and label all USDA funds expenditures for the whole fiscal year

Provide copies of all grant documents to Auditors

Emailing with Michael Schwarts regarding various audit requirements and documents