



FINANCE DEPARTMENT REPORT:

July 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- 1st Source Bank, Sturgis Bank and Honor Credit Union
- Obtain copies of Investment Account bank statements Honor, Sturgis, 1st Source, Horizon, MiCLASS and UMB.
- Attend Department Head meetings every Monday
- Attend City Hall meetings on Friday mornings (moving to Thursday mornings after 7/10/26.
- Attend City Commission meeting on 7/13/26

Summer Property tax collection has begun. Enter property tax payments in the County Tax Database and record web payments into BS&A Cash Receipting. Summer taxes are due on 8/10/26.

Submit 4th quarter financial report for the COPS Grant. Review the COPS Grant information. Submit a COPS Grant reimbursement request.

Review the RAP Grant agreement for eligible costs and project site for a reimbursement request. Email with Michael Schwartz.

Print and email various tax bills at the requests of the residents

Renew two CDs at 1st Source Bank and one at Honor Credit Union

Review payroll process with Courtney

Review the Trail account revenues and expenses for Trail Meeting on 7/16/26. Confirm bank deposits for the Salmon Scramble earnings. Determine cash balance available at 6/30/26. After discussing the opening of new T&A Funds, that is not going to be the best route.

Attend the Trail Committee meeting on July 17, 2026. Discussion regarding the Trail opening a separate bank account at Honor under the non-profit name.

Review Revenue & Expenditure reports and prepare budget amendments within department levels. Review with Tony.

Review notice received from the DNR regarding the approval of the grant for Riverfront Park Improvements (phase 3); print the project agreement, need resolution from City

Commission authorizing the acceptance of the grant, and the match amount, before I sign it and send it back to the DNR.

Review RAP grant submittal documents with Tony. Gather all documents and scan and email to the Grant Manager.

Print A/P checks after Commission Meeting in Courtney's absence.

Run Payroll in Courtney's absence.

Work on entering items into the General Ledger for the year-end and audit cycles.

Signed up for BS&A University: learning platform for when we transition to BS&A Cloud in August and enrolled everyone.

Prepare Tree Friends report and send to Lane Martin

File 2nd Quarter (calendar) report for the COPS grant

File for 2nd reimbursement request for the COPS grant

Prepare annual return for Metea Court (PILOT property) and prepare disbursement checks to the taxing authorities.