



FINANCE DEPARTMENT REPORT:

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

*Posting of daily summer tax payments into the County Tax Database (need to post each one individually)

*Assist Courtney with entering Fiscal Year 25-26 Budget figures into BS&A

*Continue corresponding with Britni at Plante Moran regarding the USDA reporting requirements.

*Work on transferring entries into Fund 418 for costs attributed to the General Obligation portion of the USDA/MDOT projects.

*Balancing MDOT funds paid directly to Kalin and recording "other financing".

*Balancing USDA Accounts and posting entries into BS&A.

*Work with Tim Lynch on final adjusting entries after posting of the final June payroll information. Work with Tim on capital assets that will need to be depreciated.

*Finalize Goal Setting for the FY25-2026

*Review grant funds received and move to capital project fund for those funds that have not been expended, so that they are available for the new fiscal year. Review expenditures under grants that will be reimbursed.

*Review UB Billing proofs for 6/27-7/29/25 and discuss outliers with Kellie.

*Complete department reviews

Ongoing:

Discussions with Michael Schwartz for the TMF grant

Discussions with Michael Schwartz for the USDA Projects

Discussions with Paul Bristol regarding loan principal payments

Discussions with Brian Hake about FYE25 Audit prep