



FINANCE DEPARTMENT REPORT:

October 2025-November2025

- 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 October and November
 - Honor
 - Sturgis
- 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)

Prepared paperwork August tax disbursement after accounts balanced.

Communications with S. Redman regarding MDOT payments and invoices (USDA projects and Trail projects).

Finance Committee meeting

DDA Finance Committee meeting

Prepare and file the quarterly financial report for COPS Grant

Reporting for grants (Trail, Riverfront)

Process payments for USDA contractors

Process payments for TMF Grant contractors

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

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

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.

Work with Joelle to prepare a grant reimbursement request for the trail extension project. Suzanne wasn't any help with this.

Prepare monthly Tree Friends Report

Review Fire Department equipment purchases and funding available. Joe to work with Emma to prepare an RFP.

Renew the City's SAM.gov registration

Audit Prep:

*Continue confirming all entries have been entered into BS&A in preparation of providing the 6/30/25 year-end Trial Balance to the Auditors.

Continue gathering information for Capital Asset additions, including pulling all relevant invoices and pay draws to determine the final cost of the DPW building and to start depreciating the asset.

Continue gathering information regarding the different grants that the City received and provide all grant agreements to the Auditors. Determine if the grant dollars have been spent or need to be categorized as unearned income to make the funds available during the next fiscal year(s). Contacting Michael with P & N, Suzanne from Wightman and Samantha with MDOT.

Determine how much money has been spent to date on the USDA projects, Trail extension project and TMF grant project. Determine the amount spent through 6/30/25. All these projects have federal funds involved and will be included in the Single Audit.

DDA -gather information regarding current assets/cash in the former DDA fund. Auditor will prepare prior period entries to "undo" the zeroing out of the fund balance when the DDA was thought to have been disbanded. DDA tax capture numbers were updated. Ran reports to update the collection.

Review monthly UB Billing proofs with Kellie.

Auditors, Brian-Jeremy on site for audit field work various days.

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 and obtain year-end balance information.

Multiple emails with Brian Hake and Jeremy about FYE25 Audit

Meeting with Brian and Alex regarding the grants and Single Audit.

Work through the list of documents and information requested by the Auditors for Single Audit.