



Finance Report

Courtney Baham

Accounting Specialist & HR Coordinator

Monthly Responsibilities

- **Daily Deposits**
 - Deposit checks remotely to Sturgis
 - Recount cash deposits before City Manager takes them to the bank
- **Payroll**
 - Processed 2 payrolls in June
 - Verified time-off banks against ELRR sheets
 - Post Payroll imports into BS&A
- **Retirement Reporting**
 - MERS reporting (end of month)
 - MERS Empower 457 (bi-weekly)
- **Fringe Benefits**
 - Process and pay insurance invoices
 - Manage payroll deductions (e.g., Union Dues, AFLAC)
 - Reconcile to tracking spreadsheets
- **Miscellaneous Receivables**
 - Billing for septage companies, landfill, school, COMTO (Thriving Communities Grant), and seasonal mowing
- **Accounts Payable**
 - Enter invoices into the system
- **Check Runs**
 - Process checks and EFT payments (Tuesday following City Commission meetings)
 - Completed 2 check runs
 - Processed 2 positive pay uploads
 - Reconciled credit cards
- **Budget Reporting**
 - Distributed budget reports to department heads after check runs
- **Timeclock Corrections**

Tasks Completed This Month:

- Onboarding for 1 part-timer
- DDA Reports
- Balanced and processed BARB Reimbursement from Run!Buchanan event
- Sidewalk Program financial tracking spreadsheet
 - Meeting with Tony, Kristen, Mike, Klay and Jason to review.
 - Receipt code created for front of house staff
- Spreadsheet for GL Revenue and Cash accounts for new community development module.
 - Reviewed with Deb & Kristen
- Live meeting with Michigan Planners for benefit education
 - Enrolled in Employee Navigator
 - Completed open enrollment
 - COBRA re-enrollment with Anuvi
- Various JEs for re-allocating part time wages
- CDBG request #2 submittal
 - Attended meeting with Enfocus, Sanya and Kristen to verify numbers prior to second submission.
- Created new email to monitor rentals more closely via shared calendar with city staff
- BS&A Online Payments go-live
- AFSCME active union membership audit – complete and sent into union.
- MERS address corrections completed