



FINANCE DEPARTMENT REPORT:

June 2026

Ongoing daily duties:

- 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.

Continue work on the redistribution of investments and recording of interest revenue.

Submit order for tax bill printing and mailing to Dan Sherman at SBF printers.

Collect L-4029s for all taxing authorities

Complete the Tax Spread form for Summer 2026 property taxes and send to Dawn at the County

Redeposit \$1M from Water/Sewer cash to Horizon MM

Meeting with Brian Hake. Work with him to get items updated and a plan for the audit.

File the DNR's Sub-Recipient Response Form (related to the Downtown Infrastructure Project) with the State.

Complete USDA project payment processing for draw #19 and email ACH information to the vendors

Complete TMF payment processing for draw #20

Prepare Tree Friends accounting statement for May 2026

Update credit card processor to BS&A Bill Pay since Point & Pay will no longer be an option with BS&A

Attend Brownfield Authority meeting on June 16th

Attend Finance Committee meeting on June 17th

Gather information for the fire department FEMA grant application.

Train Kellie on balancing and posting Cash Receipts and preparing deposit information

Prepare Budget Amendments for June 22nd meeting

-Fund 101, Funds 202 & 203, Funds 214 & 418, and Fund 592

Attend the June 22nd Commission Meeting

Gather information for Michael Schwartz from Prein & Newhof for the USDA-RD application

Review of the MERS Annual Actuarial Valuation Report and the employer contribution rates for the new fiscal year.

Enter the approved Budget Amendments into BS&A.

Contact BS&A regarding a message that appears when a resident uses a credit card for payment online. Contact BS&A regarding Cash Receipting credit card pay report that reports credit card payments made at the counter on the report as "guest" instead of the resident's name.

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.

Renew two CDs with Sturgis and one with 1st Source

Review payroll process with Courtney

Prepare last tax disbursement from the County Settlement for 2025

Prepare disbursement for the FAPCO payment to Buchanan Township

Prepare disbursement for the Buchanan Township assessment to Buchanan Township