



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 April
 - Verified time-off banks against ELRR sheets
- **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
- **Bank Reconciliation**
 - Balanced March 2026

Tasks Completed This Month:

- MML Liability & Property Pool Renewal for FY 2026–2027

- National Insurance Service (Life Insurance) annual census
- Metea Court (P.I.L.O.T.) calculation and invoice sent to KMG
- MML Benefits Survey completion
- Processed final tax disbursement checks
- Audit of Buchanan Equity Loan (shared with city auditors)
- Trail reconciliation completed with Deb & Tony
- Drafted final-format budget (rough draft)
- MML Workers' Compensation Renewal for FY 2027–2028