



Finance Report

Courtney Baham

Accounting Specialist & HR Coordinator

Monthly:

- ❖ Daily Deposits – deposit checks remotely to Sturgis, re-count cash deposit before CM takes to bank.
- ❖ Payroll – 2 processed in March
 - Check time off banks to ELRR sheets
 - Addressed accrual bank comp time corrections with Payday Payroll
- ❖ MERS – retirement reporting – EOM
- ❖ MERS Empower Conversion – 457 reporting now completed bi-weekly
 - Processed February and March 2026 contributions
- ❖ Fringe – Pay & process insurance invoices & payroll deductions (ex. Union Dues, AFLAC) – balance to spreadsheets
- ❖ Miscellaneous Receivables – bill septage companies, landfill, school, comto (thriving communities grant) & mowing (in season)
- ❖ Invoices – entering invoices into Accounts Payable
- ❖ Check Runs – process checks & pay EFT payments the Tuesday after the CC meeting.
 - Processed 2 check runs
 - Processed 2 positive pay uploads
 - Credit Cards Balanced
- ❖ Send budget reports to department heads after check runs are processed
- ❖ Bank Reconciliation – Balanced February 2026

Completed this month:

- ❖ Cut tax overpayment checks
- ❖ DDA Finance Report
- ❖ Proposal for BS&A Cemetery Management & BS&A Cloud modules
 - Presented and approved. BS&A has set up kick off calls with Kalla for Cemetery & Kristen for Community Development.
 - Deb and I have received schedule confirmation for the BS&A cloud upgrade. 8/24/26 is the go live date.
 - Started the process of moving from Point and Pay to BS&A Online Payments
- ❖ Journalized February receipts (debs' absence)
- ❖ Assisted tax payers questions (debs' absence)
- ❖ Processed debt payments

- ❖ Entered PNP payments (debs' absence)
- ❖ Budget spreadsheets for Fringe and Payroll Taxes completed
- ❖ Assisted Deb with Budget Amendments for FY 25-26
- ❖ Offboarding for two officers
- ❖ Onboarding for recruit sent to the academy
- ❖ Balanced child support liability account
- ❖ Various journal entries entered
- ❖ HSA 4th Quarter disbursement processed
- ❖ New cash account created for Brownfield (un-pooled)
- ❖ Positive Pay reconciliation in Sturgis
- ❖ Quarterly Unemployment processed
- ❖ AT&T for 3 GIS iPads & WWTP alarm cell phone
- ❖ Closed inactive credit card accounts at HCU
- ❖ Closed old tax account at HCU