

## **Finance Department Report for the Month of February 2025**

- Balance and post Cash Receipts
- Recording the remainder of 2024 Property tax collection
- Prepare final Property tax disbursements
- TMF grant administration
- Consult with Michael Schwartz (Prein & Newhof) regarding Pay draw requests for both the TMF grant and the USDA loans
- Consult with Andy Campbell regarding options to obtain financing for “streetscape” items not covered under the USDA loans
- USDA loans administration/ Pay draw requests
- Prepare payment of TMF invoices
- Prepare payment of UDSA invoices
- Collecting final invoices for the new DPW building
- Reinvesting CDs that matured during the month of February.
- Recording interest earned in February.
- Work out bugs/issues with the new credit card processor Point & Pay administration
- Budget
- Consult with Michael Shwartz regarding the project of identifying water line materials and preparing Letter #2 to be mailed to residents
- Meeting with Bob Burch and Leanne Brownfield from Sturgis Bank regarding banking options and alternative loan options
- Research and implement new sick time act effective 2/21/25
- Review with Tim Lynch new invoices received and assign account numbers