



VILLAGE BOARD MEETING**From:**

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON**Meeting Date:**

June 24, 2025

Title:

Finance Director/Treasurer

- Budget Report through May 31, 2025
- May 2025 Investment Report

Issue:

None.

Background and Additional Information:

- Successfully transitioned the Village's utility checking account from Community First Credit Union to Nicolet National Bank.
- Posted the Village Clerk/Human Resources Manager position on May 30, with a best consideration date of June 13.
- Began preliminary planning for the 2026 budget process.
- Selected a test group to begin receiving electronic pay stubs with the goal of reducing paper, envelopes, and postage. Feedback from this group will guide the rollout to all employees.
- Attended the Local Government Summit on June 19, which covered topics including artificial intelligence, cybersecurity, and civic engagement.
- Received two quotes for accounting software packages to begin analyzing for the 2026 budget.
- A review of the Village's stale-dated checks has been started, and a template letter has been drafted to notify vendors. The letter requests reissuance of checks or, if no response is received, outlines the process of remitting the funds to the State's Unclaimed Property Division. The state regulates the due diligence letter start date, and it begins on July 1, so letters will be sent the second week in July.
- Jen Tenor just got her notary certification, so we have two office staff members who have the designation.

Budget Impacts:

None.

Recommended Action:

None.

Attachments:

May 2025 Budget Report
May 2025 Investment Report