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**VILLAGE BOARD MEETING****From:**

Alissa Van Eperen, Finance Director/Treasurer

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**VILLAGE OF HARRISON****Meeting Date:**

January 28, 2025

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**Title:**

Finance Director/Treasurer

Budget Report through November 31, 2024

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**Issue:**

None.

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**Background and Additional Information:**

The Finance/Treasurer's department has been working on the following:

- Welcomed Jen Tenor as the full-time Administrative Assistant.
- Staff is wrapping up tax collection and continuing to issue dog licenses and process yard waste stickers.
- W-2s were issued.
- 4<sup>th</sup> quarter and annual reports were filled: 941, sales tax, Wisconsin Retirement, etc.
- Started conversations with credit card vendors to get integration with our current software and lower convenience costs for residents/customers, while ensuring PCI (payment card industry) compliance.
- Continued training and onboarding with CVMIC (Cities and Villages Mutual Insurance Company).
- As the Finance Director/Treasurer, I have continued to cross-train with staff.
- Amended the room tax and public depositories ordinance and created the Village's first version of an Investment Policy.
- Began 2024 audit preparation and discussions with CLA.
- Staff began working on the Spring newsletter that will be mailed at the end of February/beginning of March.

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**Budget Impacts:**

None.

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**Recommended Action:**

None.

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**Attachments:**