



VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:

January 27, 2026

Title:

Finance Director/Treasurer

- Budget Reports through November 30, 2025, and December 31, 2025 (before year-end and audit entries)
 - December 2025 Investment Report
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Recommended Action:

None.

Issue:

None.

Background and Additional Information:

- Staff experienced success with several newly implemented tools during the 2025 tax collection period. Online payments via credit card or ACH nearly doubled, increasing from just under \$1 million in 2024 to approximately \$2 million in 2025. In addition, the transition to a new provider for escrow payments significantly improved efficiency—620 parcels were uploaded from CoreLogic in approximately five minutes, compared to prior years when these payments were entered manually.
 - Tax collection will conclude in early February after the allotted grace period, after which any remaining collections will be turned over to Calumet County.
 - Donna completed all 2026 payroll changes, processed year-end and quarterly reports, and finalized the 2025 W-2s.
 - Meghan and I completed the 2025 Wisconsin Retirement System (WRS) annual reconciliation.
 - All required 2025 1099s were processed and issued to applicable vendors.
 - CLA, the Village’s audit firm, conducted a two-day interim audit on January 22–23 to prepare for the annual audit. The final 2025 audit is scheduled for the week of April 13.
 - Grace is actively working on the first quarterly newsletter for 2026, which residents are expected to receive in late February or early March.
 - Following the departure of the Program Assistant, staff are collectively covering the role’s responsibilities. In addition, the team is reviewing processes to identify opportunities to enhance services and improve efficiency.
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Budget Impacts:

None.

Attachments:

- November 2025 Budget Reports
- December 2025 Budget Reports
- December 2025 Investment Report