



VILLAGE BOARD MEETING**From:**

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON**Meeting Date:**

July 29, 2025

Title:

Finance Director/Treasurer

- Budget Report through June 30, 2025
- June 2025 Investment Report

Recommended Action:

None.

Issue:

None.

Background and Additional Information:

- Began capital project planning with departments for the 2026 budget.
- Submitted the Tax Increment District (TID) annual reports to the State of Wisconsin.
- Rolled out electronic pay stubs to over 90% of Village employees, significantly reducing the use of paper, envelopes, and postage. Plans are in place to extend this to election workers in the coming year, as no elections remain in 2025.
- Completed all outstanding tasks related to the 2024 audit.
- Selected Certified Payments as the new credit card vendor to begin integration with Ascent, our tax software, ahead of the upcoming tax season.
- Finance has partnered with GovTech/Catalis, a third-party provider that partners with escrow companies to process tax payments through their platform. This will allow the Village to upload a payment file instead of manually entering payments, improving efficiency and reducing the risk of human error. Fees are passed on to the escrow companies to process the payments, and the Village will only be responsible for a small fee annually through Ascent (tax software) to enable the upload feature.
- Unclaimed property letters were sent to Village vendors for stale-dated checks.
- Meghan transitioned from the Interim Clerk to the Village Clerk on June 30.
- Meghan virtually attended her third year at the Wisconsin Municipal Clerk's Institute. It is a week-long course through UW-Green Bay, and is a three-year program, with a potential fourth year program that offers an array of sessions such as leadership, communication, collaboration, ethics, election information, etc.

Budget Impacts:

None.

Attachments:

June 2025 Budget Report
June 2025 Investment Report