



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943

December 2025 Staff Report for November Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Attended and transcribed minutes for November 11, 2025, Regular Council Meeting
- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director
- ❖ Monthly reconciliation of petty cash and cash drawer
- ❖ Answered phones and assisted at office window as needed
- ❖ Continued upkeep and organization of both office and public bulletin boards
- ❖ Ride-a-longs with Public Works during Water Meter Routes.
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay for November.
- ❖ JPD auctions closed: desk lamp, 2 cameras, 4 laptops - currently awaiting payment
- ❖ Received information for Ford Taurus from JPD to process and list on auction site.
- ❖ Documented and completed process shredding old checks (older than 6 months).
- ❖ Completed commercial sanitation account audit – provided details to Town Manager.
- ❖ Attend VVTPO meeting via zoom November 12, 2025
- ❖ Continued document clean-up and organization on shared drive, project will be ongoing.
- ❖ Started updating water meter information from route ride-a-longs.
- ❖ Received parking inventory information from ZA, beginning to organize data for Town Manager and Council.
- ❖ Visited Fire Department to establish method to organize digital and hard copy files after Chief's retirement.
- ❖ Organized Town Hall to host Chief Blair's retirement and awards ceremony.
- ❖ Drafted basic temporary business license information, provided to Town Manager and ZA.