



# REPORT TO VILLAGE BOARD

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**ITEM NAME:** Finance/Treasurer Office Update  
**PREPARED BY:** John Jacobs, Interim Finance Director  
**DATE PREPARED:** 6/06/2025

## **Monthly Check Registers and ACH Payment Schedules:**

The check registers and ACH payment schedules for the months of Jan/Feb/Mar/May 2025 have all been included in the 6/09/2025 meeting packet for your review. The Apr 2025 check register and ACH payment schedule had previously been distributed to you in the 5/29/2025 Village Board meeting packet.

In response to the question about the (\$471.50) Dirk's credit memo/previous year overpayment showing up as a "credit memo" on the April 2025 check register from last month, this was a credit that the Dirk's Accounts Receivable Clerk had brought to our attention in March 2025 per her billing records. She couldn't determine how the overpayment had occurred, nor on which invoice it had occurred, but she wanted us to simply process a "credit memo" in April 2025 to use up the credit on her books. On the Village's books, we have applied this (\$471.50) credit memo against the 2024 budget year (last year's books), and reduced the General Office/Computer Supplies & Expenses account (100-51400-485-000) by that amount in 2024.

Similarly, we treated the Oct 2024 duplicate payment (\$1,980.00) paid to Dempsey Law Firm as a "credit memo" on the April 2025 check register last month. On the Village's books, we have applied this (\$1,980.00) credit memo against the 2024 budget year (last year's books), and reduced the Village Attorney Legal Fees account (100-51300-302-000) by that amount in 2024.

## **First & Second Quarter 2025 Internal Financial Reports:**

The first quarter 2025 "internal" financial reports will be distributed in the 6/19/2025 APC meeting packet. Then, those statements will be distributed to the Village Board for the 6/23/2025 Board meeting.

Next, the second quarter 2025 "internal" financial reports will be distributed to the Village Board for the 7/28/2025 Board meeting.

At that point, we will be fully caught up year-to-date with financial recordkeeping for the Village in 2025.

## **2024 Audited Financial Statements Update:**

I had a conversation with our auditors from CLA in the past week. They are blocking off a few days during the week of June 23-27, to complete the audit fieldwork and to draft the 2024 financial statements for us. They are waiting on a number of items from the Village, in order to complete their work. I would expect to receive the first draft of the 2024 audited financial statements sometime in July or August 2025, in which to have them presented to the Village Board at that time.

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GLAccount	Check Amount
Total 39576:									3,262.01
<b>39577</b>									
04/25	04/11/25	39577	604	Country Pumps	13010	HOLDING TANK PUMP	1	100-53000-314-320	200.00
Total 39577:									200.00
<b>39578</b>									
04/25	04/11/25	39578	762	DEMPSEY LAW FIRM	29	GENERAL LEGAL MATTERS-MAR 2025	1	100-51300-302-000	2,680.00
04/25	04/11/25	39578	762	DEMPSEY LAW FIRM	29	GENERAL LEGAL MATTERS-OCT 2024 DUPLICATE PMT	2	100-51300-302-000	1,980.00
Total 39578:									700.00
<b>39579</b>									
04/25	04/11/25	39579	789	Diggers Hotline	250366701	DIGGERS TICKETS PRE PAYMENT MAR 2025	1	650-53650-852-005	23.80
Total 39579:									23.80
<b>39580</b>									
04/25	04/11/25	39580	792	Dirks Group, LLC	17402	MERAKI MR ENTERPRISE CLOUD CONTROLLER 1 YR	1	100-51400-485-000	845.07
04/25	04/11/25	39580	792	Dirks Group, LLC	3/28/2025 credit	3/04/2025 DIRKS CREDIT MEMO (PREVIOUS YR OVERPMT)	1	100-51400-485-000	471.50
04/25	04/11/25	39580	792	Dirks Group, LLC	48506	3/10/25 SERVER ROOM BEEPING PROBLEM	1	100-51400-485-000	67.50
04/25	04/11/25	39580	792	Dirks Group, LLC	48506	2/28-3/7/25 SETUP NEW LAPTOP-FIRE/EMS	2	100-52200-201-820	236.25
Total 39580:									677.32
<b>39581</b>									
04/25	04/11/25	39581	3437	DNR Accounts Receivable	370-0000040181	DNR GRANT EXPENSES	1	100-52200-201-940	2,453.56
04/25	04/11/25	39581	3437	DNR Accounts Receivable	370-0000040181	DNR GRANT EXPENSES	2	100-52200-201-321	3,687.27
Total 39581:									6,140.83
<b>39582</b>									
04/25	04/11/25	39582	3226	ELLIS STONE CONSTRUCTION COMP	12	WELL 2 WATER TREATMENT PLANT CONSTRUCTION PAY AP	1	601-53620-632-002	305,099.35
Total 39582:									305,099.35
<b>39583</b>									
04/25	04/11/25	39583	948	FIRE SAFETY USA	199507	FD STRUCTURE BOOTS	1	100-52200-201-321	334.95