



# Town Council

## Summary Report

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**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Accounts Paid Report**

**Date: October 15, 2024**

You will find attached the accounts paid report. This is the report format that we will follow for reviewing accounts paid. There are two items to explain in this report. 1) the date range for this meeting is showing as 7/1/2024 – 6/30/2025. 2) The actual column layout of the report.

- 1) The date range is to show the accounts paid from 7-1/2024 to through the current month. The range allows to include anything that has been paid within the FY25 fiscal year. (being that we are only through October, you will only see payments through October.
  - a. Next month the accounts paid will start with October 15, 2024 and the date range will show October 15, 2024 to June 30, 2025. This will show all payments made during October, we use the year-end date for consistency.
- 2) The columns show the vendor twice and has you look across you will see that it shows the invoice and the check payment.