



Town of Mineral

P.O. Box 316
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Mineral, Virginia 23117
Phone 540-894-5100

March 10, 2025

Treasurer's Notes:

Budget Analysis Report:

- Total revenues and expenditures for the month of February are accurately reflected in this report except for real estate taxes and personal property taxes. We are continuing to work through the conversion of our tax module.
 - All payments that have been received have been posted to customer accounts in our software. Additionally, we have kept paper copies of all payments made and have tracked these payments in the tax rolls. We are in the process of reconciling the payments within the software and the paper copies.
 - The customer account side of our tax billing module is running as it should, and customer account balances accurately reflect taxes owed and paid. This is the first year the Town has used software to record tax payments.
- We are continuing to reconcile bank statements. MTD activity (both revenue and expenditure) is accurate. As we continue with reconciliation, the YTD activity will also be accurately reflected.

Transaction Report:

- This reflects all bills paid this month by check

Monthly Water Consumption:

- Water loss was down slightly this month. There are known leaks that we are continuing to monitor for repair.

Other Items:

- We are inching closer to emailing water billing statements – our software and IT companies are now working together to get us up and running with this.

Respectfully submitted,

Kelly Singletary
Treasurer