

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

October

TASKS COMPLETED

- Filing Payroll
- Claims Review
- August Bank Reconciliations
- August Financial Reports
- Budget Prep
- New FY Budget work
- Adding new accounts in Accounting and Cash Receipting

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS