

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

December

**TASKS COMPLETED**

- Black Mountain troubleshooting/training phone calls
- Filing Payroll
- Emails regarding year end and other questions to Auditor
- Budget and Black Mountain Reconciliation

**PROJECTS IN PROGRESS**

- Will be starting the Annual Street Report with Kyla
- Will be scheduling audit

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**