

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

November

**TASKS COMPLETED**

- Filing Payroll
- Claims Review
- September Bank Reconciliations
- September Financial Reports
- Budget Prep Finalization
- Adding new accounts in Accounting and Cash Receipting

**PROJECTS IN PROGRESS**

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**