

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

September

**TASKS COMPLETED**

- Filing Payroll
- Claims Review
- July Bank Reconciliations
- July Financial Reports
- Budget Prep
- New FY Budget work

**PROJECTS IN PROGRESS**

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**