

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

January

**TASKS COMPLETED**

- Filing Payroll
- Claims Review
- Census Survey
- September and October bank reconciliation
- September and October financial reports

**PROJECTS IN PROGRESS**

- November and December bank reconciliations and financial reports
- Starting W2s
- Starting 1099s
- Starting all other payroll end of year items
- Scheduling Audit

**CHALLENGES / ISSUES**

Empty box for reporting challenges or issues.

**COMMUNITY INPUT & COMMENTS**

Empty box for reporting community input and comments.