

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

August

TASKS COMPLETED

- Filing Payroll
- Claims Review
- June Bank Reconciliations
- June Financial Reports
- FY 2023 Quarter 3 Financial Report
- Quarter 2 Payroll and Unemployment Reports
- Budget Prep
- End of year Audit Journal Vouchers

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS