

Dana Kautz, City Treasurer

Staff Report for City Council Meeting July 12<sup>th</sup>, 2021

Projects:

- Payroll and payroll liabilities
- Sending over payroll journal vouchers
- Bank Reconciliation
- Gather info for ARPA Grant.
- BM learning calls
- Budget prep (AIC City Budget Manual)
- Front counter training with Angie
  - Entering claims
  - Utility bill payment processing
  - Processing payments that are not utility bills
- Building permit calculation learning
- IIIA employee set up and corrections.