

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

May

**TASKS COMPLETED**

- Filing Payroll
- Claims Review
- February and March Bank Recs
- February and March Financial Reports
- 941 Quarterly Report
- FY Quarterly Financial Report
- Q2 Unemployment Report
- Previously approved bank write off to balance

**PROJECTS IN PROGRESS**

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**