

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

January

**TASKS COMPLETED**

- Filing Payroll
- Claims Review
- November and December bank reconciliation
- November and December financial reports
- 1099s
- W2s
- Audit Prep

**PROJECTS IN PROGRESS**

- January Bank Recs
- January Financials
- Audit is scheduled for February 28th

**CHALLENGES / ISSUES**

Empty box for reporting challenges or issues.

**COMMUNITY INPUT & COMMENTS**

Empty box for reporting community input and comments.