

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

August

TASKS COMPLETED

- Filing Payroll
- Claims Review
- June Bank Reconciliations
- June Financial Reports
- Quarterly Financial Reports
- Quarterly Payroll Reports
- Assisted Kyla With Budget Prep
- Quarterly Salary Reporting

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS