

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

January

TASKS COMPLETED

- Filing Payroll
- Claims Review
- Bank Reconciliations – not finalized, waiting for water project check to be cut
- Confirming accounts/setting up accounts to prepare to file W2s and 1099s
- Assisting with Title VI Plan Review

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS