

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

February

TASKS COMPLETED

- Filing Payroll
- Claims Review
- Bank Reconciliations – September and October – closing last FY year
- September and October Financials
- 1099s and W2s
- Quarterly Financial Reports
- Quarterly Payroll Repots
- Quarter Salary Reporting

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS