



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: July 27, 2023	ITEM NO.	SUBJECT: Explanation of 2022 Check Batch
Presented by: Town Administrator /Clerk		

While completing a CORA request, it was found that a batch of checks were inadvertently left out of monthly financials that were approved by the Board in 2022.

Fromm Accounting applied an earlier date to checks and when the check register was run for May 2022, this specific batch of checks was left out of the report.

Batch 4/30/2022, per Fromm Accounting:

That was my Date error. The invoices were coded back to April 30th and I neglected to change the User date when printing the checks. We did note the check date at the top of the Check Register when sent to Julia. However, when running the Check Register for the May Financial Statements, it did not pick up those checks.

Staff will continue to improve the financial process and provide specific reporting in the monthly financials.

Note the financials will include all payables moving forward – check register, voided check report and ACH report.