

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

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**Agenda Item:** City Treasurer's Report

**Committee Review:** N/A

**Meeting Date:** Finance & Council – December 2, 2025

**Presented by:** Misty Molzof, Treasurer

**Recommended Action Items:**

- 1. Approve Payment of Bills in the amount of \$296,628.81, of which \$8,674.73 are Greater Richland Tourism Bills.**

Items included:

1. Treasurer's Report for period ending October 31, 2025 – "Cash Balances" Report
  - a. Beginning Balance - \$10,264,180.23
  - b. Total receipts in October - \$417,546.24: includes **total interest earned of \$29,754.82**
  - c. Total Disbursements in October - \$907,586.90
  - d. Ending Balance - \$10,044,934.25
2. Balance Sheet for period ending October 31, 2025 (4 pages)
  - a. City Funds
  - b. Greater Richland Tourism Fund
  - c. Library Fund
3. Revenue and Expenditures, Actual Versus Budget by Department for period ending October 31, 2025 (5 pages)
  - a. Each area should be about 83%, since we are 10 months into the year. I really do not see anything out of the ordinary at this time of the year. If you have any questions, or would like to get more detail, please reach out and I will be happy to go over it with you sometime.
4. Tax Bills: All of the documents required have been submitted to the County and they are working on getting everything put together and printing them. I anticipate they will go out in the mail close to December 15, 2025.
5. What else have we been doing:
  - a. Certifying names on the petition and the amended petition filed.
  - b. Completing course work as required by Wisconsin Elections Commission to recertify my access to the Election System
  - c. Payroll & Reporting
    - i. Reconciling End of Year
    - ii. Getting Ready to work on W-2', 1099', and Annual Reports
  - d. Accounting
    - i. Reconcile End of Year Accounts Payable
    - ii. Reconcile End of Year Accounts Receivable
    - iii. Reconciling Year-To-Date Budget Numbers
    - iv. Getting ready to close the year and move into 2026 and everything that entails.