



Quarterly Update July 2023 – September 2023

Finance Department

- Monthly Utility Billings/Collections/Adjustments
- Monthly Accounts Payable/Vendor registrations
- Monthly Banking/Transfers/Reconciliations/Update signatures
- Bi-monthly Payroll
- EOM TMRS Reports
- Monthly Sales and Use Tax Reports
- 23-24 Budget: tax rate adopted; 10% homestead exemption approved; budget completed and approved
- Quarter 3 Financials completed
- Quarter 4 Financials review in process – to be presented after budget amendment
- Audit preparation
- Regular and Special Council Meeting attendance

Personnel Services

- Processed Unemployment claims - 1
- Processed Workers Comp claims – 1 ongoing
- Hiring
 - New Hire Public Works 1
 - New Hire PD 3
 - Promotion Public Works 1
 - Postings for Water Plant Operator and WWTP Operator