



## Treasurer's Department Report

For the Month of: June 2020

- Mary Earhart, accounting consultant, came out on July 1, 2020 to do a pre-audit prep.
- Paid our annual Sales Tax re-payment of \$9,500.00 to Orange County on June 26, 2020.
- Submitted 2<sup>nd</sup> quarter 941 reporting.
- Created new general ledger lines for Cares Act activity to help accurately track the revenue and expenditures related to COVID-19.
- Sent out refund checks for credits outstanding for overpayments, abatements, and duplicate payments on personal property and real estate accounts.
- Processed unclaimed property notices to be mailed out.
- Staff has been working on Audit prep for FY2020.
- Staff has attended many webinars to stay up to date on the Cares Act and Employee rights.

**Payroll**-Employees received pay on June 5, 2020 and June 19, 2020.

**Taxes**- Abatements and Supplements are processed as they are received.

**General Ledger**- On a monthly basis staff reconciles and balances all bank statements for general operations, LGIP, and Money Market accounts. The general ledger subsidiary accounts are reconciled.

**Water Billing**- Utility cut offs have not been done since March due to the State Corporation Commission's notice to not turn off utilities for 60 days starting March 16, 2020. Staff sent out notices in June to the citizens who would have potentially been on the cut-off list. There were 31 citizens on the cut-off list for June.

**Maplewood**- Meeting scheduled for June 16, 2020 has been canceled to due to COVID-19.