



## Treasurer's Department Report

For the Month of: November 2016

Dawn Rigsby was promoted from Senior Deputy Treasurer to Treasurer/Finance Officer for the Town on November 23, 2016, and Linda Chambers was promoted from Deputy Treasurer to Senior Deputy Treasurer. Plans are to hire a new Deputy Treasurer as soon as possible. Training is an ongoing process. Preparations for audit are complete. Audit started on December 6<sup>th</sup>. At the time of this report, auditors will also be here on December 13-14, 2016 to finish their work.

**Payroll-** Employees received pay on November 11, 2016 and November 25, 2016.

**Taxes-** The Vehicle License fee on the Personal Property 2016 tax bills was incorrectly indicated as \$25 instead of \$30 as adopted by Town Council in May. In order to collect the full fee, staff sent out a supplemental bill for the additional \$5.00 per vehicle. Public Service bills were created and mailed. Staff also processed supplements received from Orange County. Abatements are in process.

**General Ledger-** On a monthly basis staff reconciles and balances all bank statements for general operations, LGIP, and the CD accounts. The general ledger subsidiary accounts are reconciled. The US Bank account is reconciled monthly. Streetscape is reconciled quarterly.

**Water Billing-** Water billing process started on November 15<sup>th</sup>. Bills were approved and mailed out on November 25, 2016. Adjustments turned in are being reviewed by RSA. Water Adjustments and Water Refunds have been processed. We had a total of 10 utility cut offs in November. All accounts have been paid.

**Maplewood-** Investment options are being reviewed. Maplewood's meeting for November was canceled due to no quorum, and the December meeting has been canceled. The Trustees will meet again in January. Staff is developing a plan for ongoing cemetery research to update the map of the cemetery.