

TOWN OF CHATHAM
FINANCE DEPARTMENT REPORT: February 18, 2021
Submitted By: Tammy Shaw, CAATS

1. Payroll

- a. Payrolls 2/5/21 & 2/19/21: Prepare, review and email to Hudson Valley Resource Group for processing. Distribute checks.
- b. Make bank transfers for payroll.
- c. Enter Payroll Journal Entries to QB.
- d. Other expenses reconciled & paid:
 - Health Insurance Premiums: 2/5/21
 - AFLAC: 2/4/21
 - Union Dues: 2/19/21
 - NYS Retirement: 2/19/21
 - Retiree HI Buy Out: 2/10/21

2. ACCOUNTS PAYABLE:

- a. Voucher invoices
- b. Abstracts processed: 2/19/21, Reviewed, entered in QB, process
- c. Escrow Refunds

3. ACCOUNTS RECEIVABLE: (Submit Bank Deposits & record in QB)

- a. Real Property Taxes: \$2,026,353.55
- b. Escrow Deposits: \$600.00
- c. Clerk's January Report: \$2521.09
 - Fund A: \$802.59
 - Fund B: \$1668.50
 - Fund DB: \$50.00
- d. Town Court/Fines & Forfeitures: January, 2021: \$26255.50 + \$.23 Interest=\$26,255.73
Vs. January, 2020: \$48,750 + \$.39 Interest= \$48,750.39 / Difference of: \$22,494.66
- e. Sales Tax: 2020 4th Qtr: \$225,931.65
- f. Donations: Capital Bike Racing Club \$1,000 for Trails/Crellin Park

4. BUDGET:

- a. Review monthly Financial Report
- b. Budget Amendments for 2020
- c. Reconcile Pavilion Project Revenue/Expenses
- d. Working on Spending reports for departments
- e. Working with Lisa Gill/UHY, LLP on 2020 Year End
- f. Questions to OSC:
 - Municipalities DO NOT have the authority to do any type of fundraising. This includes a GO FUND ME.
 - Private organizations may do fundraising and then donate to the municipality. Donations may be earmarked to certain projects. Private organizations should not be paying vendors themselves for a Town project. The Town should be paying for projects as they have a procurement policy to follow.

5. Meetings:

- a. 2/4/21: TB Meeting
- b. 2/11/21: TB Meeting
- c. 2/12/21: Finance Committee Mtg

6. MEETING PREPARATION:

- a. Town Board Workshop Meeting: 2/4/21
- b. Town Board Meeting
 - Prepare Resolutions
 - Prepare agenda packet and send to TB members, Attorney, Town Clerk
 - Post Agenda packet on website

7. HIGHWAY:

- a. Check phone messages/Emails/ mail at Highway Department
- b. Prepare payroll summary for 2/5 & 2/19/21
- c. Voucher Highway invoices
- d. Working with NYS DOT on White Mills Rd reimbursements. NYSDOT has reviewed and submitted for payment to Town.
- e. Prepare Hwy Report
- f. Send advertisement for bid for Albany Turnpike Traffic Signal Project to Register Star, The Contract Reporter, Times Union and the Times Herald. Bid opening for 2/23/21.
- g. Prepare and send Advertisement for bid for Highway materials to Register Star. Publishing 2/20. Open bids 3/15/21. Schedule google meet for bid opening.
- h. Contact CC Sheriff's Dept: Car parked at Haddock Hill/Cotter for several days. In the way of plowing. Sheriff's will contact owner. If no response they will have towed.

8. MISCELLANEOUS:

- a. Post on Facebook (Hwy & Town)
- b. Post on Town Website
- c. Purchasing: Salt, Office Supplies
- d. Set up Clerk interviews
- e. Shoveling/salting TH walkways & Highway walkway to office
- f. Submit MIS Ticket for Supervisor/Recreation not able to print or scan to lobby copier.
- g. Registered Town with Mailchimp for Town newsletter.

AND MUCH MUCH MORE THAT I CANNOT REMEMBER! LOL