

TOWN OF CHATHAM
FINANCE DEPARTMENT REPORT: January 21, 2021
Submitted By: Tammy Shaw, CAATS

1. Payroll

- a. Payrolls 1/8/21 & 1/22/21: Prepare, review and email to Hudson Valley Resource Group for processing. Distribute checks.
- b. Make bank transfers for payroll. 1/8/21, 1/22/21
- c. Payroll: Reconciled 2020/2021 salaries on first paycheck of new year 1/4/21
- d. Enter Payroll Journal Entries to QB. 1/8/21, 1/22/21
- e. Other expenses reconciled & paid:
 - Health Insurance Premiums-January 2021
 - HRA-First Quarter
 - Health Insurance Premiums for Retirees: Paid Annual
 - AFLAC: electronic
 - Union Dues
 - OSC: Fines & Forfeitures (State share- November 2020: \$24,081.00) (Town Share \$\$18,605.00)
- f. Send 2020 Disability Statement to HVRG for W2's. (1) employee
- g. Unemployment Claims: Processed-(1) , Protested- (1)
- h. Workers Comp Claims: (1)
- i. Civil Service Personnel Changes-Rate changes for 2021
- j. NYS Retirement:
 - Print from online account: GASB Report for Accountants
 - Changing their retirement reporting system. There is a complete overhaul on what each town will be responsible to start doing. One such change is that all employees will have to be entered in their site, whether they are enrolled in the retirement system or not and even seasonal employees. We then have to report them each month along with any position changes. So every employee will be reported to NYS Retirement. Working on the transition.

2. ACCOUNTS PAYABLE:

- a. Voucher invoices
- b. Abstracts processed: 1/21/2021, Reviewed, entered in QB, process 1/22/21
- c. Escrow Refunds
- d. Prepare 1099 Vendor list

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

- a. Escrow Deposits
- b. Clerk's Report
- c. Town Court
- d. Employee HI Contribution

4. BUDGET:

- a. Enter 2021 Budget Numbers in QB
- b. Review monthly Financial Report
- c. Reconcile Pavilion Project Revenue/Expenses
- d. Reconcile Retiree Health Insurance & contact retirees
- e. 2021 Accruals & rates for 2021-send to HVRG
- f. Contact Accounts: Status on Letter of Engagement

BUDGET: (continued)

- g. Call-in to County: Discrepancy /Awaiting an answer
 - Niverville Fire-Tax Roll amount \$27,423.08 / Budget \$ 27,834
 - East Chatham Fire- Tax Roll amount \$ 83, 501.53 / Budget \$ 82,969

5. Meetings:

- a. 1/4/21: Organizational
- b. 1/5/21: Communications Committee
- c. 1/7/21: Volunteer interview for Building Dept.
- d. 1/11/21: UHY/Accountants
- e. 1/19/21: Finance Committee
- f. 1/19/21: Clerk Interviews
- g. 1/20/21: Clerk Interviews
- h. Viewed Board of Supervisors COVID meeting

6. MEETING PREPARATION:

- a. Town Board Meeting- 1/4/2021
 - Assist in preparing organizational agenda
- b. Town Board Meeting- 1/21/20
 - Prepare resolutions
 - Print out correspondence
 - Prepare agenda packet and sent to TB members, Attorney, Town Clerk
 - Post Agenda packet on website
- c. Clerk Interviews
 - Post on indeed
 - Prepare applicant list (53), narrowed down to 27 from area.
 - Chairs & Building Department chose applicants to be interviewed.
 - Combine all interview questions from chairs and create an interview form
 - Email to Supervisor, Planning, Zoning, Building

7. HIGHWAY:

- a. FEMA: Prepare spreadsheet for snowstorm cost by 12/30/20
- b. Check phone messages/Emails/ mail at Highway Department
- c. Prepare payroll summary for 1/8 & 1/22/21 Payrolls
- d. Post on indeed: PT Laborer, PT Dep Hwy Superintendent Position
- e. Close-out of White Mills Road Bridge Project completed
- f. COVID Protocol
- g. Prepare Highway Report for Jan 2021

8. MISCELLANEOUS:

- a. Post on Facebook (Hwy & Town)
- b. Post on Town Website
- c. Assist with Attorney RFP.
- d. Purchasing:
 - Radar Sign: Rec'd. Followed up with email for manual and training.
 - Hwy Lifts
 - Road Salt
 - Office Supplies
 - Paper Products: TP & Paper towels