Administrative Report 01/08/2024

Good morning everyone,

Happy New Year!

I have paid the Worker’s Compensation as well as the CSD Property and Liability Insurance for 2024.

I would like for the board to decide on an auditor so I can get us scheduled to have that done. I will be working on the EOY tasks to get everything finished and organized for the auditor when they come. I will make sure everything has been filed in it’s appropriate place.

I will be working on making sure all the payroll numbers are correct to send out w2’s and 1099’s by the end of January. I would like for Wilklow to double check that everything looks correct because of all the problems I’ve had with Quickbooks.

I would like to close the account 718289. It only has $6.40 in the account. We are being charged $2 service fees every month. The account is labeled SPWSIP with FNBT.

I put checks into Caselle at the end of December. I wanted to try to have everything as clean as possible at the end of the fiscal year. Kristan said I did everything correctly, she didn’t have to fix anything. I feel better knowing that if I needed to do that I would know how.