Administrative Report 4/8/22

Hello All,

Throughout the last month, we have tackled and conquered many tasks. Some of the stuff I worked through this path month was my fist audit with Mike Dixon. I believe that for my first time this went very smoothly and will continue to get better each year. I decided that I would use his time her as a learning opportunity for myself and getting more familiar with the audit process.

We have also been working a lot with Caselle and we are finally up and running with our Cash Receipting Module! Kristan and I both attended an online training and we believe that this is a great addition. Currently we are just working on final touches between Paymentus and Caselle to get everything working how we would like it too! When all final touches are finished, we should be all set to work with customer portals, automatic credit/debit card payments, and email billing!

We have also just wrapped up painting the office as well as working on doing other upgrades within the office. One other project we are taking on is updating the reception and admin workstations to new Dream Machine laptops. There are lots of great possibilities with working with laptops and I believe this is a step in the right direction. Another task we are taking on inside the office is shopping around for windows to replace the big three sliding doors in the main part of the office and the admin office. If we are able to replace these doors, we believe that it could increase energy/heat efficiency in the office.

A few things coming up within the next month is the first loan payments of this year which will be on May 1st as well as saying goodbye to some great people and welcoming in a new face.