Administrative Report 06/16/2023

Hello All,

Throughout the month I have been working on the Treasurer’s Reports and learning how to do those. Jim has been a huge help with those. March needed to be amended and we got both April and May finished for the meeting today. I’m glad those are now caught up.

Wilklow and Associates are working on the amended 2022 W-2 for Shaylee. Her bonus for taking on the General Manager position wasn’t ran through the salaries line item. This mistake was caught when Mike Dixon was here for the audit.

I received the 2022 Audit Draft. I will be working on the Management Discussion and Analysis (MD&A) the rest of the month to get all of the items finished so our audit can be completed.

TASC is up for renewal. I will be looking at our options. I will also be looking at renewal for CEBT.

I uploaded necessary documents for DOLA. The county and district court have also been updated per Peggy Ruff advisement.