Administrative Report 07/14/2023

Hello All,

Wilklow and Associates finished amending the 2022 W-2 for Shaylee and Kristan. On June 30, 2023 I mailed the amended 941 report, the Unemployment Insurance Quarterly report and the corrected W-2C and W-3 forms as well. Nancy at Wilklow said we may owe money after the corrections have been processed.

I am still working on the Management Discussion and Analysis (MD&A). That will be a priority for this next week. Our SAM.gov needs to be renewed so I will be working on that as well. The dead line is December 31, 2023 but sometimes it can take some time to get everything taken care of to get it renewed.

I need to upload the necessary documents to DOLA for Chris. Kristan mailed the necessary paperwork to the county and district court for him.