Administrative Report 1/21/22

* Finalized the 2021 books and made a few adjusting entries to account for services completed in 2021 and paid for in 2022
* Been working very hard on election stuff and getting all my ducks in a row as this is my very first election, behind the scenes. I have a DEO 101 zoom call on Monday at 3 which will hopefully be very informational. There are also a few webinars that the SDA puts on that will help me in meeting timelines and dates. I plan to attend as many as these as possible, since we will have to do this all again next year.
* Paymentus is now live and people can go to the website to pay their bills. This is not 100% set up as we are still waiting on Caselle
* I have been working with our project manager, Randy Critchfield, with Caselle to get everything ready and set to go. All the information is out of our hands, and now it is up to Caselle to create all the pathways and routes. We are hoping to be live with this in March! (Fingers crossed!)
* This is also my first time processing W2 and 1099 forms which have all been done and completed.