

02/14/2025

Almena Township Treasurer's Report

Financial Activity

Banking

Monthly bank reconciliations were completed.

Taxes Disbursements

We have submitted all disbursements to the county on time.

Winter Taxes

Processing tax payments continues to be bulk of the departmental work this month. We are fast approaching the end of the Winter tax season on February 28th. We are currently working on a preliminary reconciliation with the County to ensure our numbers match.

Administrative

Departmental Cleanup

Our work continues cleaning up and organizing the department. Looking at the tax bank account, it was evident that there were excess funds in the tax account that should have been distributed to the township's general fund from prior tax years. The tax account should be close to zero at the end of the tax season after the tax receipts have been distributed. We attempted to audit the past few years by comparing the distribution reports with the records in the general ledger for those revenue line items. But we hit a bit of an impasse in trying to interpret some corrective entries made by the auditor.

We set up an in-person meeting with Steve Breyer to confirm our numbers and clarify what we were seeing in the general ledger. Steve provided us with a spreadsheet and suggested journal entries to move the correct fund amounts easily and properly. Having Steve in the office, we also tapped his expertise in providing us with solutions to a variety of smaller issues we have been working on to clean up as well. This included getting corrections for other journal entries we've had issues with, reviewing and ensuring we had correct and consistent use of the appropriate revenue line items when transferring funds, tips on managing voided or uncashed checks, a discussion on managing the ICS account in the general ledger and bank reconciliation process, and other miscellaneous small issue questions. We feel we are now well on track with our goal to have a clean slate for the coming fiscal year and 2025-26 tax season.

Issues for Board Consideration

None.