

Almena Township Treasurer's Report

Financial Activity

Banking

Monthly bank reconciliations were completed.

Tax Disbursements

We have completed all disbursements for the 2024-2025 tax year.

Trust & Agency Account

We underwent a review of our Trust & Agency account. This account is primarily used for Trailer Tax payments and delinquent personal property tax payments. As with our tax account we began a process to get current payments up to date and determine past distributions that need to be brought up to date. We did a 5-year review and sent a letter to resolve a dispute in payments with one Trailer Tax payee. And we reviewed past distributions to determine the amounts yet to be paid out. We expect this account to be up to date by next month.

ARPA

The ARPA reporting system has finally opened up to reporting entities. I expect to have our final report completed by the end of the month. Once completed, we will be fully done with our ARPA fund reporting.

Administrative

Departmental Review

With the end of the tax season, we began a review of our department and prep for the coming fiscal and tax year. We cleaned up records no longer needing retention. We assessed our stock and office needs for the coming tax year and submitted our order. We evaluated our most time-consuming processes and developed two Excel spreadsheets to facilitate faster and more accurate processes.

Online/Credit Card Payments

We continued to pursue information regarding online and in-office credit card payments. Our follow-up meeting with BS&A did not occur due to a series of schedule conflicts. But we did go to Antwerp Township, who currently implements the system, and we reviewed it and had a Q&A with their Clerk. The following is a simple bullet point list giving an overview of what we have found in our review and what is proposed:

- Antwerp manages our building permits and is getting many requests from contractors for an easier on-line or in-office credit card payment system for Almena Township. If Almena implements this system, it will allow them to put a link on their website to apply payments against our building database. It will also allow them to take in-office credit card payments.

- Almena Township will be able to take property tax payments online simply by placing a link on the tax page of our website. We could also conceivably include a QR code on our tax bills.
- With the additional purchase of a card reader (verbally quoted by phone at \$350), we will be capable of taking credit card payments in the office. The reader will tie into our cash receipting system. And we will be able to use it for all counter transactions, including cemetery, hall rental, and other payments to the township. The card reader does regular card transactions as well as Tap & Pay.
- The cost is 3% of the transaction. That cost is charged to the customer as an additional fee. So, there are no additional costs to the township. Only those who wish to have the convenience of a credit card payment are charged the fee.
- The system is set up such that the transaction is directed to the appropriate bank account (General, Tax, etc.). No additional set-up is needed with our financial institution.
- There will be additional time costs in reconciling bank accounts with the additional bank transactions, but we feel it is manageable.
- We asked Antwerp questions on disputed or denied payments, and they say it has not been a problem. They have only received a few and they were easily resolved. Given the volume of payments they receive, we feel this should likewise be a non-issue for Almena Township.
- Antwerp stated the set-up process was painless, and they were quickly up and running with the system. BS&A remotes in and does most of the work for you.

I am attaching the proposed addendum from BS&A. While this is not a final contract, it is not expected to change. If it should, I will return to the board next month for further approval.

Issues for Board Consideration

I will be making a motion for the Board to approve the Treasurer to implement credit card processing and on-line payments for the township and sign the proposed contract addendum with BS&A Software. I will further move that the Board approves the purchase of a credit card reader for our Cash Receipting system not to exceed the price of \$400. *

Though the reader was verbally quoted at \$350, I would like to ensure that any possible price changes, taxes, or fees are also covered under the motion.