

Treasurer/Interim Clerk

December 2016

- The Annual Financial Report, Urban Renewal Report and the TIF Certification were all completed and filed prior to the December 1st deadline.
- We completed our annual insurance and benefit Employee meeting with the Gallagher and Kabel representatives.
- Employee paid Vison insurance has been added to the benefits for the City and I have collected, filed, and implemented the process for the coverage to begin on December 1st to run in conjunction with the Health insurance renewal. Each addition requires changes to the payroll system and time spent updating it.
- We are working with our Gallagher representatives and the Kabel president to resolve some ongoing issues with our HRA and Flex programs and the new system they have installed.
- I will be entering all the Employee information for the new enrollment period for our Flex benefits on the Kabel site.
- I will be working on W2's after the three payroll runs for the month of December and am currently following the processes to ensure all information is correct prior to running the W2's through our system.
- I am working through the process to ensure all information is correct for printing and filing the 1099's also.
- We will continue to work on the budget process and I will be entering the preliminary numbers into the worksheets on Summit for FY 17-18.
- I will continue working on spreadsheets for the wages, insurance, and benefit costs to input into the Budget for FY 17-18.
- I will be completing the Annual 945 report for the Federal payments for our Police Pensions.
- The November Treasurer's report will be received at the January 3, 2017 meeting as the second meeting in December has been set aside.