

Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432
Barbara Tierney, Treasurer/Tax Collector
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Memorandum

Date: September 18, 2018

To: Town Manager Robert Pontbriand

From: Barbara Tierney

Subject: Monthly Report – September

Following is a bullet listing of the activities for the Treasurer/Tax Collectors office.

- Moving signage of bank accounts over to myself and the Assistant Treasurer
- Continue the process of ensuring all bank accounts/Investment accounts for the Town of Ayer are in my custody per MGL Ch41 Sec 35
- Setting up online access to bank accounts
- Setting up of various software used in the normal course of business
- Making contact with the companies and persons for normal business activity
- Going through the files in the office to become familiar and know where things are.
- Applied to State for destruction of old records- and received approval
- Applied to State for additional destruction of old records. Currently waiting for approval.
- Set a plan with the Tax Title attorney, beginning the process of getting the Town back on Track
- Working on a plan to make more room in the office and enable the Finance assistant to move into the office with us. As of 9/11/18, living plan is in place. Goal is to have the move done by middle of October
- Updated the Scholarship/Trust accounts, reconciled through FY2018 year end to prepare for first meeting with the Trust Commissioner/board
- Starting to dive into the Cash book as of 9/12/2018. Starting with the month of May 2018.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector