

Town of Ayer

Treasurer/Tax Collectors Office



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

Date: November 15, 2018

To: Town Manager Robert Pontbriand

From: Barbara Tierney

Subject: Monthly Report – November

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

- Continue the process of ensuring all bank accounts/Investment accounts for the Town of Ayer are in my custody per MGL Ch41 Sec 35
- On-going review of files in the office to become familiar and know where things are.
- Performed Tax Title next step of performing subsequent takings.
- Office clean-up has been successful. Now working on storage solutions and organization.
- Reconciled July Cashbook to point of waiting for accounting and year end closing.
- Working on August Cashbook/bank reconciliations.
- Kevin Johnston and I implemented Time and attendance for Town Hall. COA expressed much interest in converting and Kevin has scheduled them for November with the Library on deck for a January conversion.
- Very busy with Collections. Due date of 11/1/2018.
- Working on the merging, cross training and implementing procedures for the office. This will be an on-going project over the next year.
- Working on documenting and solidifying turnover procedures with other departments
- Reviewed Town Plan. Working on tasks that I can contribute.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector