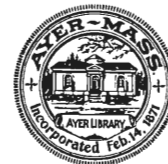


Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432
Barbara Tierney, Treasurer/Tax Collector
Christina Roberts, Assistant Tax Collector

Tel: (978) 772-8209
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Memorandum

Date: December 19, 2018
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – December

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

- On-going review of files in the office to become familiar and know where things are.
- Performed Tax Title Taking through Fiscal 2015. Working on the Munis process and the Vadar process. This is lengthy as the systems are not integrated.
- Continuing to work on organization
- Reconciled August Cashbook and prepared to work with accounting on month end
- Started working on September Cashbook
- Working with Harpers to iron out any quirks or specific items we need addressed for Time and Attendance.
- 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.
- The Assistant Tax Collector is now also the Assistant Treasurer in Training.
- Working with Payroll and Benefits Manager on a plan for cross training of payroll.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector