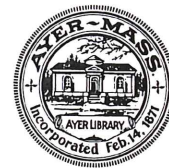


Town of Ayer

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: March 20, 2019
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – February

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.
- 2 Tax Title redemptions done in February.
- Continuing to work on organization and office set up.
- Reconciled Cashbook Through January. Will be reconciling on time going forward.
- Working on the merging, cross training and implementing procedures for the office. This will be an on-going project.
- 2019 First Motor Vehicle Excise tax commitment mailed out on 2/28/2019
- Worked with Finance Team and bi-board on Financial Policies.
- Began setting up General Receipt codes in Munis to begin processing Treasurer receipts through their processing system.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector