

Town of Ayer

Treasurer/Tax Collectors Office



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

Date: April 19, 2019
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – March

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.
- Continuing to work on organization and office set up.
- Reconciled Cashbook Through February.
- Working on the merging, cross training and implementing procedures for the office. This will be an on-going project.
- March was a busy MVX collection month.
- Worked with Finance Team and bi-board on Financial Policies. Submitted for next steps.
- Set up some Treasurer Receipt codes and tested processing through Munis regular payment system. So far it appears successful. Adding a few more and testing throughout next couple of months before continuing.
- Uploaded RE May 1, 2019 bills to online payment. They are now available for payments.
- Began using the Interest feature for RE taxes. This will allow us to keep the bills available for online payments longer.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector