

# Town of Ayer

## Treasurer/Tax Collectors Office



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

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## Memorandum

**Date:** September 20, 2019  
**To:** Town Manager Robert Pontbriand  
**From:** Barbara Tierney  
**Subject:** Monthly Report – August

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

- August 1 was a due date for the First Quarter Fiscal 2020 Real Estate and Personal Property bills.
- I am reconciled through July to Cash. Currently working on August Cash
- Have Christina set up as the second signer on the Towns bank accounts. She is now the Assistant Treasurer/Tax Collector
- Working on end of Fiscal year reconciliations in preparation for the upcoming audits.
- Working on cleaning up old small penny differences to finish June.
- Have been addressing some older tax titles. Involves allot of research and can be very delicate situations. I think it is going well.
- Beginning Cross Training of Payroll entry.
- Cross training within the department and shifting some administrative duties to the Asst.Tax/Treas. and the Finance assistant.

Sincerely,

Barbara M Tierney  
Treasurer/Tax Collector