

Town of Ayer

Treasurer/Tax Collectors Office



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

Date: October 16, 2019
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – September

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

- Worked with auditors on Fiscal Year end Cashbook
- Started catch up of Fiscal 2020 cash.
- Cross training with payroll.
- Cross training internally with a variety of routine functions
- Attending various seminars/meetings in regards to the new ATLAS system at the RMV
- Began researching ways to decrease manual data entry in the office.
- Worked on clearing up three complicated Tax Title accounts. They are now paid in full.
- General business in September was very busy.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector