

# Town of Ayer

## Treasurer/Tax Collectors Office



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

**Date:** November 18, 2019

**To:** Town Manager Robert Pontbriand

**From:** Barbara Tierney

**Subject:** Monthly Report – October

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

- Reconciling Cash on time
- Cross training with payroll.
- Cross training internally with a variety of routine functions
- Initiated using additional Lockbox features. Should be in place for the 2/1 due date and forward.
- MLC's can now be ordered and paid for online.
- General business in October was busy mainly due to collections for the 11/1/2019 due date.
- Began researching older outstanding checks for accounts payable. Planning to do a tailing after the holiday season.

Sincerely,

Barbara M Tierney  
Treasurer/Tax Collector