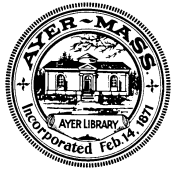


# Town of Ayer

## Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts – 01432  
**Barbara Tierney, CMMT, CMMC Treasurer/Tax Collector**  
**Christina Roberts, Asst. Treasurer/Tax Collector**  
**Michelle Bishara, Finance Assistant**

Tel: (978) 772-8220 EXT 152  
Fax: (978) 772-3017

Date: July 20, 2023

To: Robert Pontbriand, Town Manager

From: Barbara Tierney, Finance Manager -Treasurer/Tax Collector

Re: Report of activities during June

Fiscal 2023 Real Estate and Personal Property Demand bills were mailed June 8, 2023. Motor Vehicle Commitment 3 and Commitment 2 Demand bills were mailed June 7, 2023.

Fiscal 2024 first and second quarter preliminary Real Estate and Personal Property bills were mailed on June 30, 2023. Real Estate and Personal Property collections are processed as received.

The Tailing ad for uncashed checks published in the Nashoba Voice on June 16, 2023. The ad is posted at the Town Hall and the Town of Ayer Library.

The month of June is the last month in the fiscal year. Our department is working hard to ensure all revenues received are entered in a timely manner. We are preparing for the transition to the new year while working on completing the current one.

Annual employee evaluations are complete. Payroll rates for fiscal 2024 are being reviewed, expenditures are being submitted and estimates done for those not received. Communication is underway with other departments regarding funding requests for their budgets and grant submissions among other year end processes.

The month of May is reconciled to cash. We are in good shape for year-end reconciliations.

Thank You