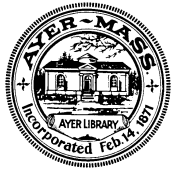


# Town of Ayer

## 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  
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Date: August 20, 2023

To: Robert Pontbriand, Town Manager

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

Re: Report of activities during July

Fiscal 2024, August 1, 2023 due Real Estate and Personal Property bill collections happened primarily during the month of July.

Motor Vehicle Excise bills, Commitment 4 was mailed July 31, 2023. Commitment 07 from 2022 and Commitment 01 of 2023 were sent to the next collection steps.

The month of July is the first month in the 2024 fiscal year. Our department is working hard to ensure all revenues received are entered in a timely manner. We are completing the transition to the current year while working on completing the prior one.

With a Bond issue on the horizon for September, I have worked on all the legal requirements and updated the Preliminary Official Statement, required for the issue. I am on schedule and will be ready for our bond rating call in August.

This month is very valuable for reviewing our financial software and looking for cost-effective ways to improve. The Town Accountant and I have a plan to attend various meetings with our providers, to create a plan to implement various improvements.

I am in the process of finalizing the Financial Policies with the changes recommended by the Executive Bi-board. Once the policies are reviewed by the finance team and department heads, the next step is to finalize them.

The month of June is reconciled to cash. I continue to work on the year-end reconciliations.

Thank You