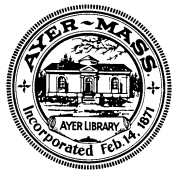


# Town of Ayer

## 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: September 20, 2023

To: Robert Pontbriand, Town Manager

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

Re: Report of activities during August

BMT

Motor Vehicle Excise 2023 commitment 2 went to warrant and commitment 3 to demand. These are the normal collection steps as set by Mass statute.

All revenues received are entered in a timely manner. We are transitioned to Fiscal 2024 while Fiscal 2023-year end completion is in process. The auditors are scheduled to come in the last week of September to begin the normal annual audit and closing process.

With a Bond issue on the horizon, the finance team participated in an S&P rating call on August 29, 2023. This rating influences who invests in the Town and any premiums offered. We will receive our rating on September 6, 2023. All other legal requirements have been completed and confirmed for the Bond issue.

The Town Accountant and I have met with our financial software provider and received an assessment for potential services. The finance department continues to look for and work on efficiencies.

The Payroll and Benefits Manager and I met with a payroll representative to discuss ways to increase efficiency regarding salaried employees. This has been implemented by the Payroll and Benefits Manager.

Met with the Assessor to start reviewing the billing process in the updated MUNIS. She is working on the file that will be imported and we have a plan for testing the process in September.

The financial policy updates are complete. They are in the process of being sent out to all department heads for review.

The Assistant Treasurer/Tax Collector attended her first year of Tax Collector school. This is a minimum 3-year process, leading to certification as an Assistant Tax Collector.

The month of June is reconciled to cash.

Thank You