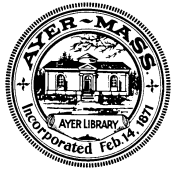


Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts – 01432
Barbara Tierney, CMMT, CMMC Treasurer/Tax Collector
Natalie Goodwin, Asst. Treasurer/Tax Collector
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Date: November 20, 2023

To: Robert Pontbriand, Town Manager

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

Re: Report of activities during October

BMT

The next and final hands-on portion of the annual audit is complete. This section is primarily reconciliation of receivables, review of capital purchases for the depreciation schedules, accounting department testing, resolving of any outstanding items, and closing of the books.

Our department is very busy with collections for November 1, 2023, real estate, and personal property taxes due. Motor Vehicle tax commitment 5 for 2023 and commitment 8 for 2022 were issued. Demand bills for 2023 commitment 4 and First notices for 2023 commitment 3 were mailed.

The second phase of the tax taking process is complete. This is a process to perfect the lien on a parcel to guarantee the town will receive the funds. This phase consisted of mailing out the Intent to Advertise for taking letters. The deadline for payment is November 20th.

The Town Accountant and I have been working together on DOR reporting. The Assessor and I have been working on preparation for the next bill cycle.

This month was one of preparation, training, and collaboration. Some things I am preparing for are capital planning, fiscal 2025 budget, next billing cycle, and completion of the tax taking process.

I attended a DOR reporting webinar, Stormwater workgroup and various annual DLS and MCTA meetings.

The month of August is reconciled to cash.

Thank You