

Town Clerks Report March 2025

*For the month of February I collected \$494.00 in Clerk fees. 14 dog licenses and 8 recycle permits.

*To date, I have collected 83% of my tax warrant.

*I participated in my 2024 Audit. This was the first time the town accountant was involved and it was done with great knowledge. There are some procedures which I am going to change based on the accountants advice. These include getting a receipt from the Supervisor when I hand in the tax checks in January, printing out a report which shows the penalties I have collected and having one of my deputies do a second reconciliation of my bank account after I have looked it over. All in all, I think this was a great process and everyone walked away happy.

*The dog license postcards have gone out and the response has been slower then I hoped. We will see in the coming months if this endeavor has helped.

*I have leased a postage machine for the town offices. At this point, it seems very simple to run. Sarah MacArthur and Pat Millius of the building department have both used a similar meter in other jobs and have been great in helping with the transition.