

Administrative Manager's Report March 2022

Due to COVID-19 infection, I was out of the office for the majority of the Month of February 2022. As such, District Financial Reports for the months of January and February 2022, have been delayed. A Portable Company Quickbooks file has been submitted to Brittany at B&K, and we will be collaborating to bring these reports to the Board ASAP.

A District lien was paid off through the County Tax Rolls in my absence. Work continues to update accounts involved, though **more detailed accounting from the County is required and has been requested to ensure accuracy.**

The following liens are still active (Totals reflect **estimated** County Tax Roll Payments):

12 Evergreen Cir: \$648.81

517 Eureka Springs Dr: \$1763.05

See next page for delinquent accounts to be notified via Certified Mail and assessed Late Fees.

The 2020-2021 Fiscal Year audit fieldwork was postponed due to my protracted absence and is currently slated to begin the first week of May 2022.

I am swiftly catching up on delayed payables and customer correspondence. The plan is to work with Retired Annuitant/Project Manager John Rowden to complete the Administrative Improvements Project, as well as updating and creating new website pages dedicated to new customers and policies and procedures for Will-Serve Letters/Lot developments.