

Financial Reports Schedule, Town of Gray - November 23, 2022 {REVISED}

From Human Resources Director (HRD) To Finance Director (FD) and then Town Manager (TM) (biweekly):

- Any reports / correspondence from Insurance or Benefits Providers

From FD To HRD and then TM (biweekly):

- Payroll and Benefits (Part of AP)
- IRS filings

To Town Manager (monthly):

- YTD Revenue and Expense summary for Town
- YTD Revenue and Expense summary for Admin Department
- Bank Reconciliations
- Accounts Payable (AP)
- Credit Card transactions (Part of AP)
- Medical Reimbursement Fund
- Positive Pay exceptions (on Androscoggin Bank website, advise TM if any arise)
- Any reports / correspondence from the Auditor
- Any reports / correspondence from Financial Institutions
- Finance Director Report to TM

To Finance Committee Chair (monthly for review and signature):

- YTD Revenue and Expense summary for Town

Reconciliations

- AP
- Payroll and Benefits
- IRS filings
- To Finance Committee (monthly):
- YTD Revenue and Expense summary for Town

To Council (monthly):

- YTD Revenue and Expense summary for Town
- Finance Director Report after TM review

To Town Manager and Project Managers (quarterly):

- Grant Stewardship Update / Report
- CMP Solar Array Offset Report