

Finance Department Report

July 2025

- **Personnel Updates**

- Ashley has begun her final course prior to starting the CMFO exam review process, she should be taking the CMFO exam in May/June 2026.
- Ashley has been promoted to **Assistant Municipal Treasurer**.
- Virginia has been promoted to **Payroll Clerk**.
- Carolyn has enrolled in the *Municipal Finance Accounting* course offered through the Rutgers Governmental Program.

- **Budgetary Updates**

- Attached are the following financial reports for your review:
 - Revenue Status Report
 - Budget Status Report
 - Monthly Expenditure Report

- **Ongoing Projects**

- Working with Administration, Council, and the State to get a budget adopted.
- Implementing enhanced procedures for managing escrow accounts, with a focus on timely fund replenishment.
- Advancing efforts to improve records retention and storage organization.
- Continuing onboarding with Primepoint for payroll system integration. Work is underway to fully align time and attendance tracking with payroll processing.

- **Kudos**

- Introduced the Budget July 22, 2025!
- We made contact with Unclaimed Funds at the State of NJ, filed the paperwork and received two checks 6,457.80 & 195.67