**Village of Dansville**

**Treasurer Report**

**December 7, 2023 - January**

* Daily Communications.
* Property Transfers.
* Took in receipts.
* Prepared deposit slips. Took deposits to the bank & scanned receipts into BS&A.
* Checked timesheets and check amounts, signed both, and returned to the Clerk.
* 941 Monthly Report
* Approved bills to be paid.
* Strategic Planning
* Worked on 2022-2023 Audit.
* Continued the process of updating budgets within BS&A (Amendments made through the year)
	+ Went through all 2023 minutes to find amendments.
* Met with the Accountant
* Sent Utility Bills
	+ Fixed Accounts with unnecessary items on Name Line
* Started CVTRS Documentation/Form 4886

**Continuous**

\***Quarterly (Calendar) - Michigan Withholding**

 Q1: ~~Due April~~ Q2: ~~Due July~~ ~~Q3: Due Oct.~~ Q4: Due in Jan.

\***Quarterly (Calendar) - Unemployment Insurance (UIA) Tax Q1 filed.**
 Q1: ~~Due April~~ Q2: ~~Due July~~ ~~Q3: Due Oct.~~ Q4: Due in Jan.
\***Quarterly (Calendar) - 941/Sch B Q1 filed**
 Q1: ~~Due April~~ Q2: ~~Due July~~ ~~Q3: Due Oct.~~ Q4: Due in Jan.
**\*Quarterly (Calendar) - Survey of Property Tax Collections Q1 filed.**
 Q1: ~~Due April~~ Q2: ~~Due July~~ ~~Q3: Due Oct.~~ Q4: Due in Jan.

**\*Yearly - Michigan Sales, Use, Withholding (SUW) Annual Report for 2022 filed.**

**\*~~Yearly - Audit 2021-22~~**

**\*Yearly - Audit 2022-2023 have begun collecting documentation and digitizing it in preparation.**

**~~\*Yearly - Unemployment audit will be occurring over the next few months.~~**

\***~~Yearly - Accountants will be completing CVTRS documentation/form 4886 for 2023.~~**

**\*~~Yearly - Delinquent utility bills will be sent to Ingham Township in June for any payments not received for the 2022-2023 fiscal year ending May 31, 2023.~~**