

Veazie Sewer District

Office Manager Report – For Oct 2013

Discoveries:

A. Payroll taxes issue with Quickbooks 2013. Quickbooks payroll subscription had expired the end of May. Upgraded to Quickbooks 2014 so Quickbooks is now up to date.

B. Property on Ridgeview Dr had been purchased in July 2013 but account had not been changed into new owner's name. Since it was a foreclosure purchase, the new owner is responsible for any previous sewer balances. I mailed a notice to the new owner with the total amount due to prevent having a lien placed on the property.

C. Property on Flagg St had been foreclosed on and will proceed with contacting the bank and forward proper paperwork for payment.

Routine:

- A. Posting payments
- B. Reconciling bank statement
- C. Routine maintenance on customer accounts

Ongoing:

A. Contact with district's attorney, Tom Brown, in regards to liens that need to be put on properties.

B. Sorting through paperwork and trying to get a routine so that Notice of Debts and liens are completed in a timely manner and tracked accurately.