



## Town of Old Orchard Beach

Treasurer - Finance Director  
OOB Town Hall  
1 Portland Avenue  
OOB, ME 04064

Diana H. Asanza  
Telephone: (207) 934-5714 Ext. 222  
Fax: (207) 934-7967  
Email: [dasanza@oobmaine.com](mailto:dasanza@oobmaine.com)

November 14, 2013

### **Monthly Update from the Finance Office**

#### **Year –End and FY 13 Audit:**

Audit should be completed within the next two weeks and presented to Town Council by mid-December.

#### **Finance Clerk Position**

The new Finance Clerk position has been filled. Fran Beaulieu has been promoted to fill this position effective November 4, 2013. Fran has been an employee since March 2012, as the Accounts Payable/Payroll clerk. She has been an asset to the department and to the Town and I am very pleased to have her as part of Finance in this new role. At this time the vacant position of Account Payable/Payroll clerk has been posted and will close on November 26, 2013.

#### **Accounts Payable:**

Year-end preparation continues relative to the issuance of 1099's. This includes making sure all W9 forms are on file, and reconciling payments to the MUNIS system for correct taxable income for the vendors.

#### **Account Reconciliations:**

For FY 14 account reconciliations are now being done monthly. Procedures and the process continue to develop to cover various payable and receivable accounts. To date the following have been accomplished:

- All bank accounts
- Property Tax receivables
- Fuel Inventory
- Accounts Payable reconciliation
- Accounts Receivable reconciliation
- Street Opening Deposits/Permits

In the near future we will work on procedures for benefit, rescue billing and petty cash reconciliations. These procedures will be developed and implemented with the departments that are responsible for the reconciliation.

Sincerely,

Diana H. Asanza,  
Treasurer – Finance Director