



Town of Old Orchard Beach

Treasurer - Finance Director
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October 10, 2013

Monthly Update from the Finance Office

Year –End and FY 13 Audit:

Work continues to take place on closing out the books for FY 13 for completion of the annual audit. The FY 14 budget entries have been completed and departments are able to monitor expenditures and revenues. Finance continues to work on reconciliation of accounts and developing standard operating procedures for consistency and accountability.

Munis Financial Management Software:

In October we will be upgrading our financial software package with a live date slated for October 16, 2013. We will be working with IT on this upgrade, and with the departments to ensure a smooth transition.

RFP:

Continue to work on preparing RFP's for phone/internet/mobile services and banking services.

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.

Tax Collections:

Tax bills were due on September 18, 2013, which resulted in a very busy month with high foot traffic. The office continues to look into ways to improve customer service and better collection tools. For example online bill pay and accepting credit cards not only debit cards. Please visit the Tax Collector web page for new MV registration forms.

Sincerely,

Diana H. Asanza
Treasurer – Finance Director