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## **CARLOS CLERK REPORT FEBRUARY 2024**

- 1) Meters read 2/1/23. Water bills were done and sent February 6<sup>th</sup>. Late Fees this month were \$779.18 These late fees are getting quite large, so I called to find out when we can start shutting water off. It's not until April 30<sup>th</sup>.
- 2) It would be best to get our order in for the Holiday Lighting you might want from their Clearance Sale as soon as possible. There is limited stock on the "Red Hot Deals".
- 3) I called Rose City Sign again regarding Stadium lights. I put in the order for 2 Ball Park Lights to be fixed. They said they will watch the weather, and when there is a day that ground is frozen but yet not brutally cold out they will take care of it.
- 4) I have been very busy, as expected for this time of year. I have connected with our new Auditors and have supplied them with requested information. Of course there is much more to come, we've just gotten started. The Auditors plan on completing their audit during the week of February 19<sup>th</sup>.
- 5) At the year end there are always many reports that have to be completed and filed. Here are a few I have done:
  - Pay Equity Report
  - 2024 Summary Budget Report
  - Local Government Lobbying Report
  - Year End Noxious Weed Report
  - Pera Exclusion Report

I have also filed the Year End Tax Reports with Social Security, State of MN Income and Sales Tax, MN Unemployment Insurance, and of course W2s and 1099s.