

DRAFT: Financial Submission Schedule (Proposed)

FY23 Balance Sheet, Schedule A, Audit, Tax Recap

Responsibilities:

- Accounting Office = Submission of Balance sheet, Schedule A; Work with audit firm on required documentation.

Item	Completion Status	Projected Comp. Date	Actual Comp. Date	Verified Comp. with TM/SB	Verify Comp. with DLS
Balance Sheet	Submitted		05/06/2024		
Schedule A	Submitted		09/30/2024		
Audit	Pending new audit firm	10/31/2025			
Tax Recap	Submitted and approved for FY24		12/14/2023		

FY24 Cash Reconciliation**Responsibilities:**

- Treasurer Collector = Receipts, Warrants and Bank Interest
- Aponte & Aponte (temp firm) = Accounts Payable and Payroll Accounts
- Capital Strategic Solutions = Hudson Light & Power reconciliation
- Accounting Office = General Posting and Review

FY24 Month	Completion Status	Projected Comp. Date	Actual Comp. Date	Verified Comp. with TM/SB	Verify Comp. with DLS
July '23	Completed with variance	9/12/2025		9/22/2025	
Aug '23	Completed with variance	9/19/2025		9/22/2025	
Sept '23	Completed with variance	9/30/2025			
Oct '23	Completed with variance	10/10/2025			
Nov '23	Completed with variance	10/17/2025			
Dec '23	Variance, being researched (Asst. TC)	10/31/2025			
Jan '24	Variance, being researched (Asst. TC)	10/31/2025			
Feb '24	Variance, being researched (Asst. TC)	10/31/2025			
Mar '24	Completed with variance	10/17/2025			
Apr '24	Completed with variance	10/17/2025			
May '24	Completed with variance	10/17/2025			
Jun '24	Pending – Aponte cashbook recon; TC bank info.	10/17/2025		10/31/2025	

FY24 Balance Sheet, Schedule A, Audit, Tax Recap**Responsibilities:**

- Accounting Office = Submission of Balance sheet, Schedule A; Work with audit firm on required documentation.

Item	Completion Status	Projected Comp. Date	Actual Comp. Date	Verified Comp. with TM/SB	Verify Comp. with DLS
Balance Sheet	Pending cash recon.	11/7/2025			
Schedule A	Submission pending	11/14/2025			
Audit	Pending FY23 audit and submissions	11/30/2025			
Tax Recap	Submitted and approved for FY25		12/18/2024		

FY25 Cash Reconciliation***Responsibilities:***

- Treasurer Collector = Receipts, Warrants and Bank Interest
- Aponte & Aponte (temp firm) = Accounts Payable and Payroll Accounts
- Capital Strategic Solutions = Hudson Light & Power reconciliation
- Accounting Office = General Posting and Review

FY25 Month	Completion Status	Projected Comp. Date	Actual Comp. Date	Verify Comp. with TM/SB	Verify Comp. with DLS
July '24		11/7/2025			
Aug '24		11/7/2025			
Sept '24		11/14/2025			
Oct '24		11/14/2025			
Nov '24		11/21/2025			
Dec '24		11/21/2025			
Jan '25		11/28/2025			
Feb '25		12/5/2025			
Mar '25		12/5/2025			
Apr '25		12/12/2025			
May '25		12/12/2025			
Jun '25		12/19/2025			

FY25 Balance Sheet, Schedule A, Audit, Tax Recap***Responsibilities:***

- Accounting Office = Submission of Balance sheet, Schedule A; Work with audit firm on required documentation.

Item	Completion Status	Projected Comp. Date	Actual Comp. Date	Verified Comp. with TM/SB	Verify Comp. with DLS
Balance Sheet					
Schedule A					
Audit					
Tax Recap	Submitted and approved for FY26				

OLD SCHEDULE FROM ACTION PLAN DOCUMENTS

FY25 Cash Reconciliation					
Completed by					
FY2025 Month	Treasurer Collector	Accounting Office	Aponte & Aponte (Temp Firm)	Project Completion Date	Verify Completion w/ SB
July '24	Receipts, Warrants, & Bank Interest	General Posting & Review	Accounts Payable & Payroll Accounts	9/12/2025	9/22/2025
August '24				9/19/2025	
September '24				9/30/2025	10/6/2025
October '24				10/10/2025	10/20/2025
November '24				10/17/2025	
December '24				10/31/2025	11/3/2025
January '25				11/7/2025	11/17/25*
February '25				11/14/2025	
March '25				11/28/2025	12/1/2025
April '25				12/5/2025	11/15/2025
May '25				12/19/2025	2026 SB Dates not set
June '25				12/31/2025	2026 SB Dates not set

* if meeting prior to STM