



San Simon Fire District

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Administrative Assistant Report For July 13, 2021 Regular Board Meeting

- 1) New Printer – Brother is way behind getting the printers out to everyone so I just wanted everyone to know that this printer is on backorder.
- 2) Bank Reconciliation binders have been completed and up to date (kept in office); backup copies of everything in the binders are also filed in folders on the admin computer
- 3) Financial Reports binders have been completed and up to date (kept on shelves); backup copies of everything in the binders are also filed in folders on the admin computer
- 4) Executive session minutes binder has been completed and up to date (kept in office); backup copies of everything in the binders are also filed in folders on the admin computer
- 5) Computer cleanup is ongoing because as I'm doing tasks, things are being put in the right folders on the computer, etc.
- 6) Supplies that were needed were ordered (paper was on sale so got extra) and most supplies are now kept in the supply 3 drawer cabinets that Mary donated or in the desk so that the space in the file cabinet is open for financial information or other information as needed.
- 7) Items that were on the shelves in the office have been organized and put into boxes for safekeeping.
- 8) Files for the new year have been done and last year's financial information is kept in a drawer in the file cabinet.
- 9) Checks and voided checks have been returned to Carmen at Cochise County Treasurer
- 10) Payroll Tax Reports were filed on July 1, 2021 and copies filed in folder.
- 11) The new Budget has been entered into QuickBooks
- 12) Next projects will be working on to finish policies, master forms binder with forms, finish minutes binders with additional minutes, etc. and agenda binders.

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