

From kbanoey@doverma.gov
To "Ivan Adams" <ivan@massmunifin.com>
Date 2023-12-12 18:56:01+00:00
Subject FW: Reconciliation
Attachments Cashbook-2023-July-2022.xlsx; Bankcash-2023-July-2022.xlsx

Hi Ivan – this is the July recon that was sent to the Town Accountant

From: Sara Hunter <sara@massmunifin.com>
Sent: Tuesday, October 17, 2023 4:00 PM
To: Kathy LaPlant <klaplant@doverma.gov>
Cc: Carl Valente <cvalente@doverma.gov>; Kyle Banoey <kbanoey@doverma.gov>
Subject: Re: Reconciliation

Ok great Kathy!

Here is the information attached for July- please let me know if this is what you need and I can break them out by month for you.

Sara C. Hunter, CMMT

Senior Consultant | Mass MuniFin

P: 413-544-8816

A: P.O. Box 351, Hardwick, MA
01037

www.massmunifin.com

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On Tue, Oct 17, 2023 at 11:48 AM Kathy LaPlant <klaplant@doverma.gov> wrote:

I would like the detailed cash book and your reconciliation to the bank statements per month s as completed.

Please send me July 2022 and I will let you know if what you send me is sufficient for what I need. Then we can both be on the same page each month and I'll know what to expect from you.

Thanks!

Kathy

On Tue, Oct 17, 2023 at 11:41 AM Sara Hunter <sara@massmunifin.com> wrote:

Hi Kathy,

These are the reconciled amounts. I wasn't sure what you need and that that is why I was asking what you needed, do you want the cashbook by month, the bank cash by month? Because while reviewing those there are not totals for Revenue and expenses that I could see and I don't typically send something with out that breakdown for accounting.

Sara C. Hunter, CMMT

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On Tue, Oct 17, 2023 at 11:32 AM Kathy LaPlant <klaplant@doverma.gov> wrote:

Are these actual reconciliations or samples? I thought the plan was to give me each month as completed.

Kathleen R. LaPlant, CGA

Town Accountant

Town of Dover

5 Springdale Avenue

P.O. Box 250

Dover, MA 02030-0250

klaplant@doverma.gov

508-785-0032 Ext. 230

508-785-2341 Fax

On Mon, Oct 16, 2023 at 4:15 PM Sara Hunter
<sara@massmunifin.com> wrote:

July 2022-October 22

I am finishing up November today and if all goes well December tomorrow

Here is the tie out report. I know Jerry used to send you a Bank Cash report, but it didn't have revenue and expenditures on it.

Thank you Kathy!

Sara C. Hunter, CMMT

Senior Consultant | Mass MuniFin

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On Mon, Oct 16, 2023 at 12:31 PM Kathy LaPlant
<klaplant@doverma.gov> wrote:

Helo Sara-

What month are you referring to? Please
send me the month you have finished and
I'll let you know if it works for me.

Thanks.

Kathy

Kathleen R. LaPlant, CGA

Town Accountant

Town of Dover

5 Springdale Avenue

P.O. Box 250

Dover, MA 02030-0250

klaplant@doverma.gov

508-785-0032 Ext. 230

508-785-2341 Fax

On Mon, Oct 16, 2023 at 7:54 AM Sara
Hunter <sara@massmunifin.com> wrote:

Hi Kathy!

It's that time of year
again....

I have some of the
month of
reconciliation
done, but I need the
breakout for
Bartholomew before I
can send it over. I
have a dentist
appointment I have to
run to, but will check
emails when I get
back.

What are you looking
for, for these
months? I typically
just do a

Beginning balance

Warrants

Receipts

Voids

Ending Balance

And then we can sign
off on that. Is this all
you need since you
guys get copies of all
the recon pages?

Thank you Kathy!

Sara C. Hunter, CMMT

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