

1st Quarter 2013 Adjustment Register Memo

April 24, 2013

Attached is the 1st Quarter 2013 Adjustment Register for approval at the council meeting.

Number/Item

1. 1/22/13 Bank Error of Deposit of \$615 not town funds; recognized as non-revenue.
2. 2/6/13 Bank reversal of Deposit of \$615 not town funds; recognized as service charge.
3. Adjustment of vacation/sick leave posting on 2/5/13 payroll. Original posting listed 12 hours vacation use and 0 hours sick leave used. Should have been 1 hour vacation used and 13.5 sick leave used. Adjustment of 11 hours added to vacation and 13.5 hours deducted from sick leave.
4. Voided Payroll EFTPS as short by .20; reposted with additional .20 added.
5. New Acct #902 not set up correctly so no billed mailed for January 2013. Deducted \$10 late fee when posting February bill on 2/26/13. January/February bill paid in full.
6. Acct #791 closed prior to posting overage from November 2012-February 2013. Adjustment bill of 3/4/13 adding \$96.46 overage.
7. Acct #401 shut off for non-payment. When service re-established in mid February, 2/26/13 bill not prorated for days of no service. Adjustment bill of 3/4/13 with reduction of \$66.98.