

CLERK MONTHLY REPORT

12/01/2025	PROCESSED LONGEVITY CHECKS
12/02-4/2025	ATTENDED CONFERENCE IN MT PLEASANT
12/08/2025	ATTENDED COGITATE WEBINAR
12/09/2025	ATTENDED BUREAU OF ELECTIONS WEBINAR
12/09/2025	PROCESSED BI-WEEKLY ACCTS PAYABLE/PAYROLL
12/09/2025	ATTENDED MONTHLY BOARD MEETING
12/10/2025	PHONE CONFERENCE LINCOLN FINANCIAL/PAYROLL
12/11/2025	ATTENDED BUDGET MEETING WITH SUPERVISOR
12/16/2025	ATTENDED BUREAU OF ELECTIONS WEBINAR
12/17/2025	ATTENDED MTA WEBINAR
12/17/2025	ATTENDED LINCOLN FINANCIAL CONF CALL UPDATE
12/19/2025	UPLOADED CENSUS AND PAYROLL SHEETS TO LINCOLN FINANCIAL
12/23/2025	PROCESSED BI-WEEKLY ACCTS PAYABLE/PAYROLL