

# **WHALEY & ASSOCIATES**

**JAMES H. WHALEY**

**CERTIFIED PUBLIC ACCOUNTANT**

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Tax Preparation/Appeals - Business Accounting/Consulting - Retirement, Estate & Succession Planning

June 6th, 2020

Per your request, please see listed below the tasks that are performed by Whaley & Associates' PC, for the Flathead Irrigation District:

- Update changes in acreage received from the BIA (Target date first week in July)
- Manually enter the O & M and Admin changes into Black Mountain Software, as well as our own excel spreadsheet
- Make sure we balance & info is correct
- Create bills and send the DBF files to the respective counties, which are due by the 3<sup>rd</sup> Monday in August
- Complete the US Census bureau report
- Compile list of warrants to pay & write checks to be signed by commissioners at the monthly meeting
- Reconcile accounts from reports received from the county
- Set up budgets and update comparisons on a monthly basis
- During election time of the Irrigators, we create a separate spreadsheet to accommodate Katie's needs
- Payroll as requested by Janette
- File electronic payments for the payroll taxes that are due the following month
- File and prepare the payroll quarterlies, annual reports including W2's & MW3
- Complete the annual financial reports for Montana Local Government Services State Accounting Bureau
- Receive & answer phone calls regarding questions ranging from acreage to financials
- Communicate & provide information to auditors as needed

If you have any questions, please feel free to reach out.