

Town of Ulysses Clerk's Office
MONTHLY REPORT for May 2026

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	13
Disabled parking permits	13
Dog licenses and renewals	69
Marriage licenses	1
Notarizations	5

FINANCIAL REPORT:	
\$6155.61	TOTAL fees collected
\$5609.41	stays in the town
\$546.20	goes to the state

FOIL requests	completed
Building plans	5/27

CLERK'S OFFICE TASKS:

Water:

- Collected payments
- Coordinated system audit and quarterly reads with DPW

Public engagement projects and tasks:

- Weekly newsletter, Facebook updates, press releases on:
 - Town Board vacancy
 - RFP for solar project
 - RFQ for engineering
 - Comp Plan public hearings

IT:

- Checked spam filter weekly
- Corresponded with Computer Room & Advance 2000 for assistance as needed
- Collected information & had meetings on contract renewal

Health & Safety Committee

- Met on 5/14 to continue work on Emergency Plan

TC Public Information Advisory Board

- Attended monthly mtg
 - Advised on how to allocate funding for 250th celebration; plans for a local media networking event
 - Discussed filling vacancy

Records Management:

- Weekly meetings with Lori on planning for disposal of scanned building plans and scanning of new plans

Facilities

- Search for landscapers
- Coordinate projects with DPW

General/routine tasks:

- mail, answered inquiries on various topics, attended town board meetings and took minutes, notary services, licensing (marriage, dog, sporting), disabled parking permits, collected building & zoning fees, participated in weekly Supervisor/Clerks office meetings, managed building use/equipment sign out, responded to FOIL requests, ordered supplies, posted board meetings & videos on web and Youtube, monthly solar meter reads

Town of Ulysses
May 2026 Bookkeeper Board Report
June 9, 2026, Town Board Meeting
Prepared by Blixxy Taetzsch, 6/4/26

Greetings Board Members: Below are financial highlights from the May 2026 financial statements. Next month I will be completing a more detailed analytical review of the Town's financial status as of June 30.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 5/31/2026 amounted to \$502,559.73, a decrease of \$58,137.90 from the end of April. A few notable items to comment on for this month, and the first quarter of the year:

- We did not need to liquidate any investments to provide cash flow this month.
- Sales tax payments are coming on a timely basis, having received payments through April as of the end of May. Sales tax revenue is currently running about 10% ahead of budget based on trends thus far in 2026.
- Cash outlays were as expected, with no large or unusual expenditures.

In addition to cash balances, the Town had investments valued at a total of \$3,788,774.66 as of May, 2026. Of the total investments, \$1,720,269.39 represents reserve funds, and \$2,068,505.27 represents a combination of fund balance and property tax revenue. As of May 31, a total of \$46,060.03 was recorded in interest and earnings from investments.

Income Statement

Revenues through May 2026 are mostly as expected. Below are some highlights:

- Sales tax revenues through the end of April are running about 10% over budget. It is too early to know whether this trend will continue through the year.
- EMS revenues for the first quarter are just slightly over 25% of the budgeted revenue.
- Court revenue is only recorded through January, as NYS has not yet billed us for any subsequent months. When I pay NYS and the Village their share of the fees and fines collected, I also record the amount retained by the Town as revenue.

Expenditures through May 2026 are also as expected. As mentioned last month, some spending is front loaded (fire and ambulance services, community organizations, and some insurance costs). And some costs, such as health insurance, are paid a month in advance.

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Bookkeeper/Budget Officer Activities

Below are some highlights of my activities for the Month:

- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. Summer employment is ramping up, and I expect to be very busy with hiring activities over the next month for summer camp and YEP program employees.
- Finance Committee: The Finance Committee met on June 1st, primarily reviewing the materials for the updated capital equipment plan and preliminary budget planning. Meeting notes have been posted in the SharePoint portal and accompany this report.
- Budget Modifications: I will be presenting a few budget modifications for the Boards review and approval at the June 9th meeting. They will be distributed to the Board once the impact of the June abstract has been factored in.
- Capital Equipment Plan: I have worked with Scott and Lori to update the capital equipment plan. We plan to present this plan to the Board at the June 9th meeting.
- 2027 Budget Planning: I have begun work on budget planning tasks for 2027. I have developed a draft budget calendar for Board review at the June 9th meeting.