

Administrative Report 10/13/2023

Good morning,

I have gotten all of the paperwork to First National Bank in Trinidad. If you haven't been to the bank to sign the paperwork please do that as soon as possible.

I've been working on the budget. I think we have made good progress so far.

I talked to Quickbooks about going to online instead of desktop. Hayden has been looking at our files for why payroll continues to not calculate correctly.

I talked to NetSuite, another accounting software but the quote was around \$30,000. I will continue to work with Hayden and look for other options for accounting software.

I still haven't heard back from the CPA firm Garren, Doss & DeNardo in Pueblo. I have sent a second email asking for a quote. I have also reached out to 3 other CPA firms but am waiting to hear back from them.

We have put in for our CEBT insurance renewal. I will be putting in our renewal for our Property and Liability Pool Insurance soon. .