

Monthly Report

Natasha Dangler

LRCO Office Administrator

June 2026

Upcoming Events & Dates:

- 7/3 – Independence Day observed
- 7/22 – July Board Meeting
- 7/25 – Grass Seed Demo

Office Administration:

- Submitted annual ACA reporting for WEBT
- Clean and maintain Stream Trailer post events
- Pipe welder rental and invoicing
- Assist with LRCO policy binder updates and Egnyte shared folder organization
- Staples and Deluxe orders

Finances & Bookkeeping:

- FY26/27 Budget review – submitted proposed budget to the State on 6/1 (accepted)
- Complete annual ACA 1095 reporting through WEBT
- Monthly grant/program tracking with Martin
- Verified all deposits and sales tax info from Tree Sale for deposit
- Paid all monthly bills and invoices, made bank deposits, sent out all signed checks.
- Compiled the monthly finance folder for submission to our CPA on 5/11
 - Submitted monthly bank deposits to ANB
- Verify monthly bank statements for Laramie Beautification Committee Treasury role
 - Submit final report and link

Communication, Computers & Websites:

- FB Posts and sharing content details with Allison
- Draft May Meeting Minutes
- Toad release email communication
- Print & mail out May Board Packets
 - Send out digital communication

Community Attendance & Participation:

5/21 Spring Creek Stream Table Demo
5/27 Bell Otte Field Tour
6/11 Replants with Katie/LCCD Visit
6/13 Rock River Weed Spray Day
6/16 Monohan Site Visit with NRCS
6/17 Outdoor Explorers Stream Table Demo

Current Accruals (May 25, 2026)

Straight/Flex: 13.5 hours

Vacation: 25.0 hours

Sick: 6.4 hours