

Monthly Report

Natasha Dangler
LRCD Office Administrator

May 2026

Upcoming Events & Dates:

- 5/25 – Office Closed for Memorial Monday
- 6/16 - 6/18 – WYRED Youth Camp
- 6/24 – June Board Meeting

Office Administration:

- Scanned and saved re-hire paperwork for Arley.
- Submitted WEBT annual re-enrollment documents

Finances & Bookkeeping:

- FY26/27 Budget review - continual
- 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 report
 - Deposited checks

Communication, Computers & Websites:

- Hosted the 2026 Expo
 - Advertising
 - Final communication
 - Day-of event
 - Follow-up with exhibitors
- FB Posts and sharing content
- Draft April Meeting Minutes
- Print & mail out April Board Packets
 - Send out digital communication

Community Attendance & Participation:

4/24 LRCD Tree Pick-up
5/4 Tree Planting with Team
5/9 Conservation Expo

Current Accruals (April 25, 2026)

Straight/Flex: 4.5 hours
Vacation: 31.0 hours
Sick: 7.7 hours