**CHRISTMAS HOLIDAY REMINDER**

The Treasurer’s office will be closed Monday, December 25th and Monday, January 1st.

**REMEMBER YOUR USUAL MONTH-END DEADLINES:**

All investment and wire requests are due no later than noon on Friday, December 29th

to be effective in December 2023.

All cash transmittals for deposits and interfund transfer requests are due no later than **3:45** **pm** on December 29th to be effective in 2023.

Warrant issue lists must be received at least 24 hours prior to distributing warrants. Please do not distribute before the issue date. If there is a discrepancy with your issue list we will attempt to contact your office for verification. We will use our best judgment, but we may have to return a warrant if we cannot contact you prior to 11 a.m.

All funds must have a positive (or zero) cash balance for December 29, 2023. Please reconcile and call us if you have any questions.

There are no 13th month entries…

Please share this with everyone in your office!!

Merry Christmas from The Treasurer’s Office!