

## TOWN TREASURER



Judith L. Lewis, C.P.A.  
Town Treasurer

The Town Treasurer is responsible for administration, coordination, and supervision of all financial operations of the Town. Judy Lewis has served as Town Treasurer since September 2001. Her areas of responsibility include **accounting**: financial oversight, analyses, projections and reports; **annual audit** coordination and assistance; **budgeting**; **tax return** preparation; **insurance administration**; and **Postal Center Manager**.

Bookkeeper Darlene Wiltzius has been on staff at the Town since May 2007. Besides a variety of bookkeeping and recording duties, Darlene also maintains the cemetery lot database, coordinates plot sales and burials, and assists in the Postal Center during peak periods of operation.

Residents are encouraged to contact the Town Treasurer at [irstt@bellsouth.net](mailto:irstt@bellsouth.net) or go to the Town website <http://www.irshores.com> to view the latest comprehensive, audited Town Financial Statements report for the fiscal year that ended September 30, 2009. A summarized income statement and balance sheet for the General Fund, adapted from the comprehensive financial report, can be found on page 10 of this report.

## TOWN POSTAL CENTER

The Town began operating our own commercial mail facility at Town Hall in January 2007, concurrent with the renovation of all administration offices. We discontinued our USPS contract operation as of December 31, 2006.



Rose McCloy (L) and Darlene Wiltzius

Barbara Morgan has served as our full-time Postal Clerk since May 2005. Her responsibilities include providing full counter services; sorting incoming mail into postal boxes; forwarding mail at a customers' request; reconciling daily cash, check and credit card receipts; and monitoring, ordering and counting packaging, stamp and meter inventory levels. Barbara's part-time assistant, Rose McCloy, has been a member of our staff since December 2006, and fills in periodically depending on the Postal Center's needs. Rose's expert customer service skills, cheerfulness and helpful disposition have proven to be an indispensable addition in maintaining the smooth operation of our Postal Center.

During the fiscal year that ended September 30, 2009, our Postal Center generated over \$294,000 in box rentals and sales of stamps, metered postage and packaging inventory. The Town's expense for operating the Postal Center for the year totaled \$373,993. The Postal Center requires supplemental funding from the General Fund, as a rule, to enable this valuable service to Town residents to continue.



Barbara Morgan  
Postal Clerk

### Postal Center Hours

Monday – Friday  
8:30 a.m. - 4:30 p.m.

Last mail pick up: 4:00 p.m.  
(Including Express Mail)