

## Diane Miller

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**From:** Diane Miller <manager@townoforiental.com>  
**Sent:** Monday, January 29, 2024 12:07 PM  
**To:** bonniecrosser@townoforiental.com  
**Cc:** finance@townoforiental.com  
**Subject:** RE: request for documents

Good Morning again,  
After speaking with Tammy-  
With month/qtr/year end, billing due out Wednesday, and other items requiring our attention, we will need a week to prepare the requested documents for review.  
We would like to establish this time frame as "normal" from request to delivery.  
Tammy will also prepare the legend of the reconciliations as requested.  
Thank you for your patience while we work through other deadlines.

Diane H. Miller, MPA, ICMA-CM  
Town Manager  
Town of Oriental, NC  
507 Church St PO Box 472  
Oriental, NC 28571  
Ph: 252.249.0555

Pursuant to NC General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as electronic mail message(s) that may be sent in response to it may be considered a public record and as such are subject to request and review by anyone at any time.  
The Town of Oriental is an Equal Opportunity Employer.

-----Original Message-----

**From:** bonniecrosser@townoforiental.com  
[mailto:bonniecrosser@townoforiental.com]  
**Sent:** Monday, January 29, 2024 9:11 AM  
**To:** manager@townoforiental.com  
**Subject:** Re: request for documents

Good Morning,

Manager Miller you have instructed me in the past that credit card documents are always available upfront. Request taken moving forward.

I would like to review the following documents on Tuesday, January 30, 2024

1. Credit Card Statement and Gasoline receipts for the activity in November 2023.
2. Credit Card information for the Lowe's credit card from the activity period of 6/1/2023 through 11-30-2023 3. ProForma Balance Sheet and Income Statement for the Water Plant (Enterprise) for the period ended 12/31/2023. This document is essential.
4. Bank Reconciliation information for July 2023. We are seriously behind on bank reconciliations.

Appreciate your support.

Regards, Bonnie

On 2024-01-29 06:31, Diane Miller wrote:

- > The ladies up front told me you asked for the Oct-Dec statements for
- > Visa on Friday afternoon. I thought you were still working on
- > Jul-Oct.
- >
- > Going forward, please let me know what items you'd like and when.
- > We're currently checking and rechecking meter readings to get the
- > bills out on time, which is something that takes a good deal of
- > concentration.
- >
- > If you'll let me know the what and when, we will have those items, if
- > available, in the conference room for you.
- >
- > Thanks,
- >
- > D.
- >
- > Diane H. Miller, MPA, ICMA-CM
- >
- > \_Town Manager\_
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- > \_Town of Oriental, NC\_
- >
- > \_507 Church St PO Box 472\_
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- > \_Oriental, NC 28571\_
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