Treasurer

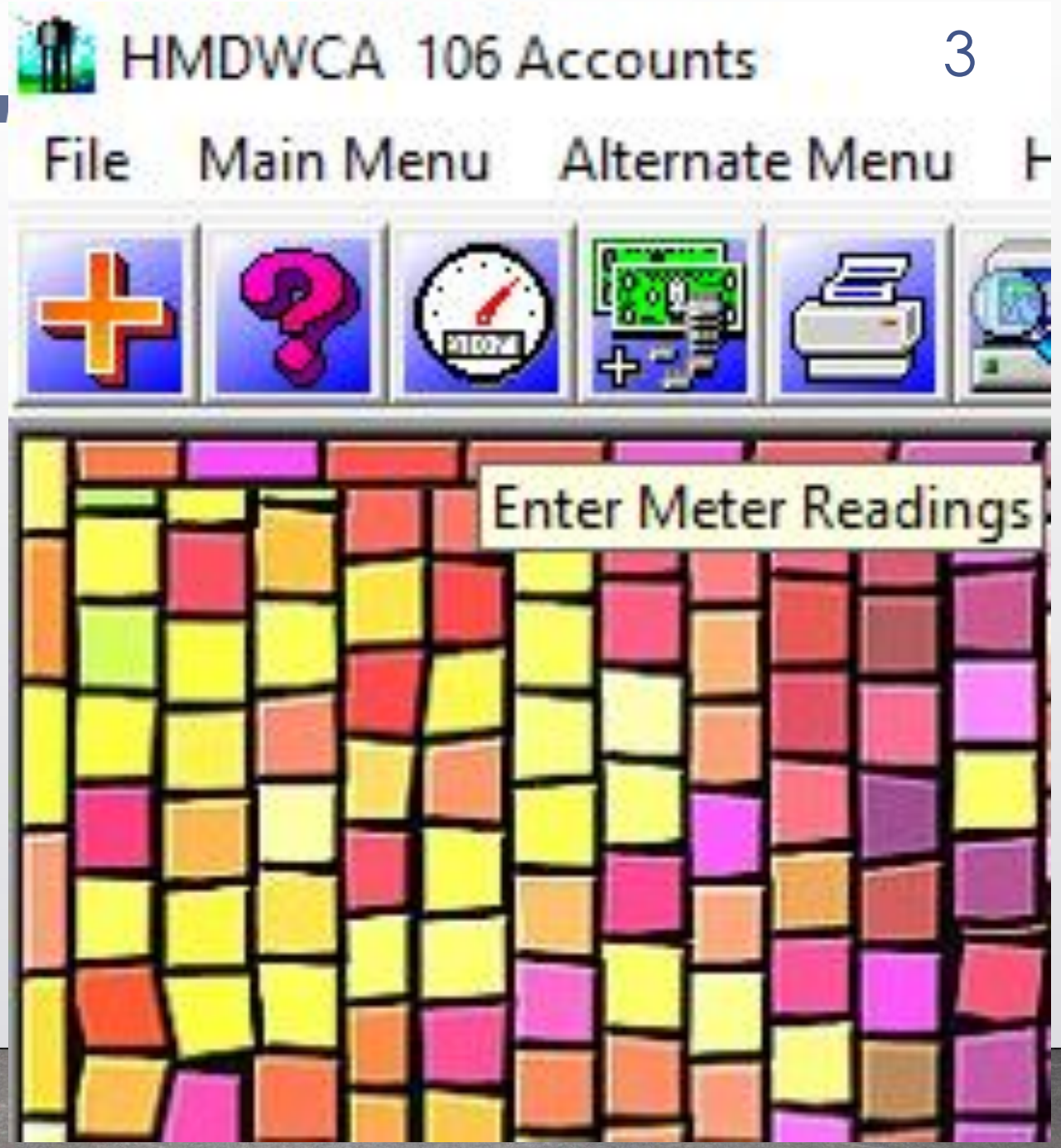
Duties

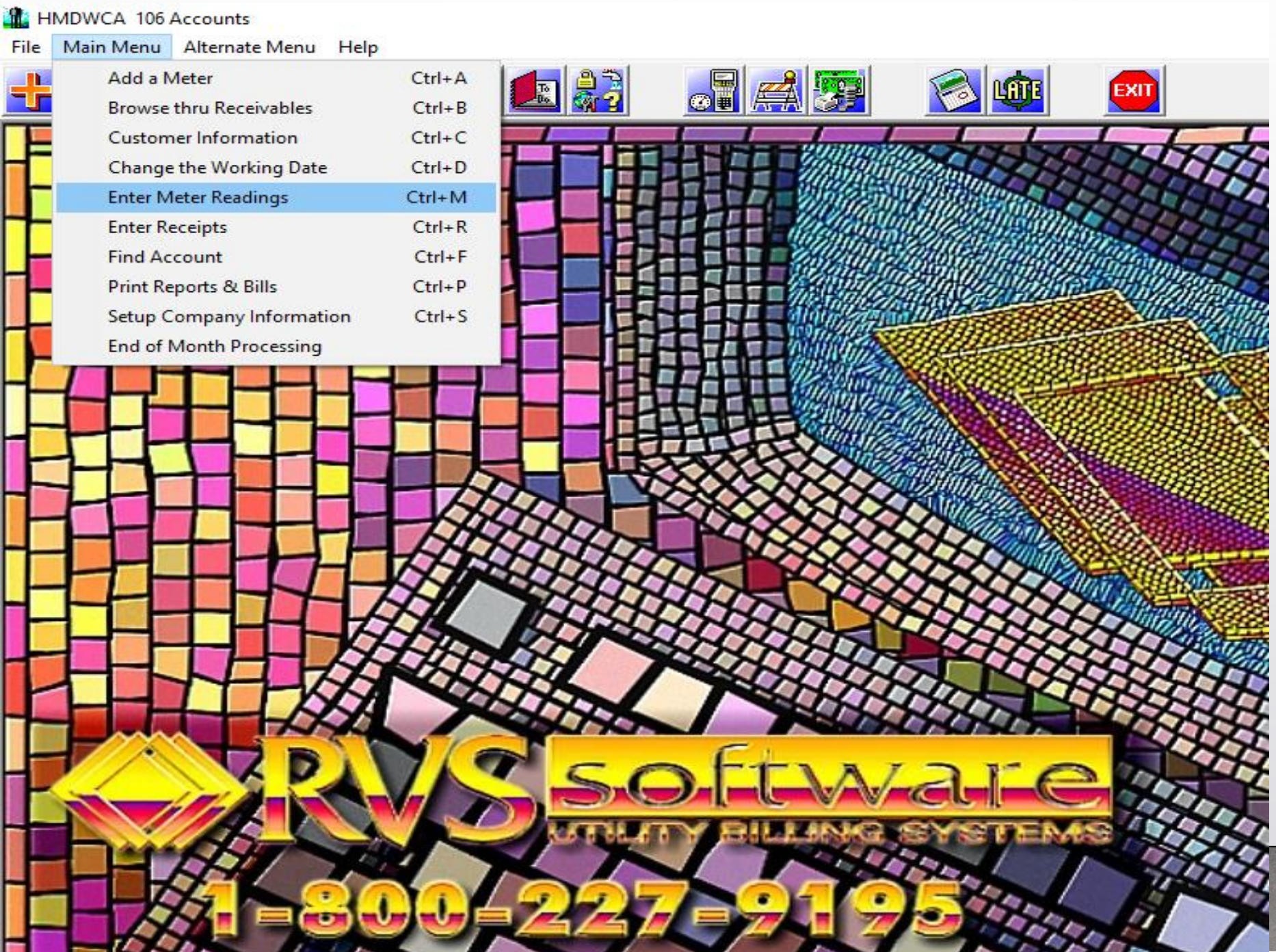
Billing Members

Meter Reading Worksheet

Enter all Readings in RVS Mosaics

METER READING



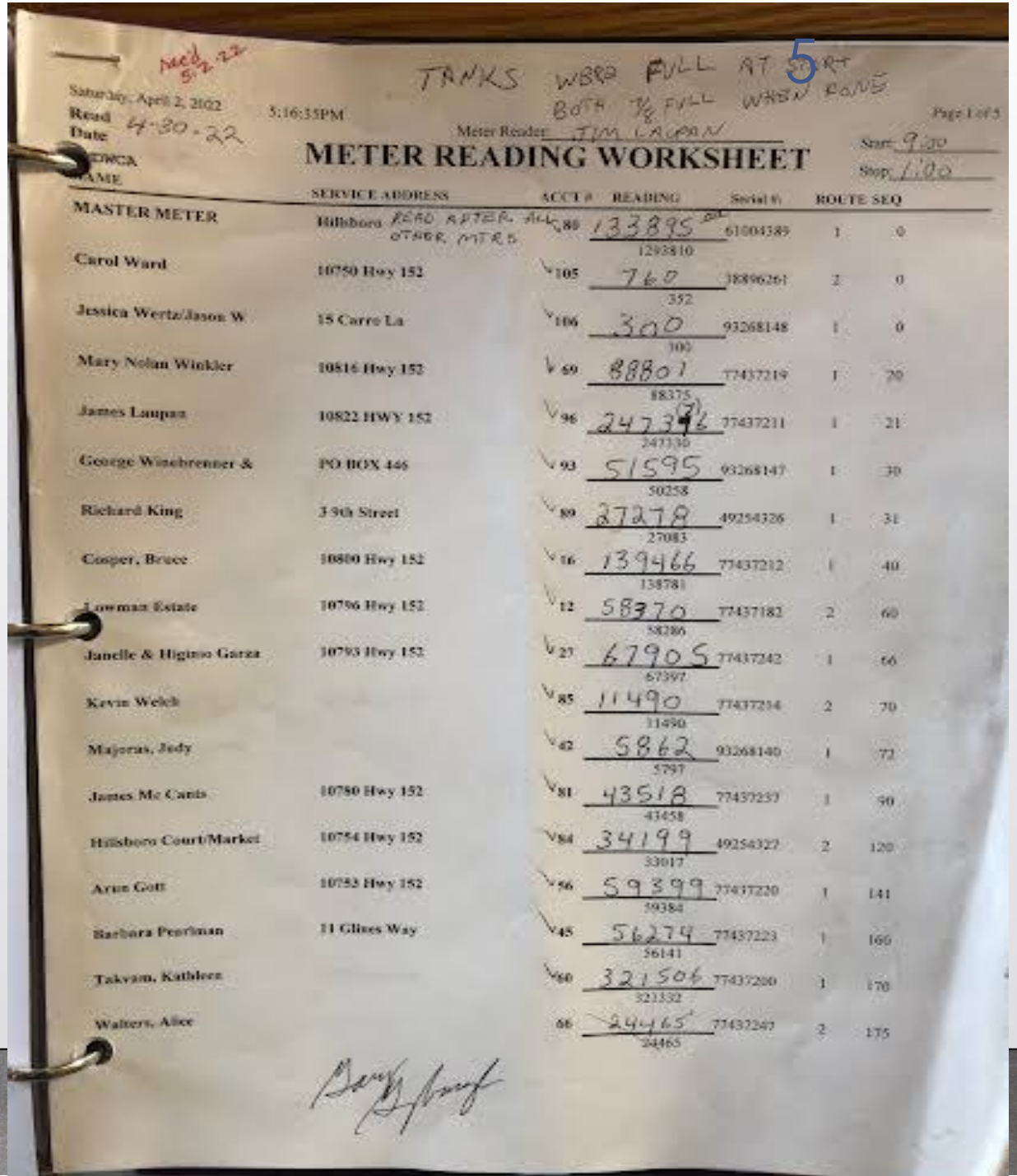

HMDWCA 106 Accounts
File
Main Menu
Alternate Menu
Help
Add a Meter Ctrl+A
Browse thru Receivables Ctrl+B
Customer Information Ctrl+C
Change the Working Date Ctrl+D
Enter Meter Readings Ctrl+M
Enter Receipts Ctrl+R
Find Account Ctrl+F
Print Reports & Bills Ctrl+P
Setup Company Information Ctrl+S
End of Month Processing
LATE
EXIT
RVS software
UTILITY BILLING SYSTEMS
1-800-227-9195

Select:

Main Menu

Enter Meter Readings from the *Meter Reading Worksheet*

Enter all readings on the first of each month

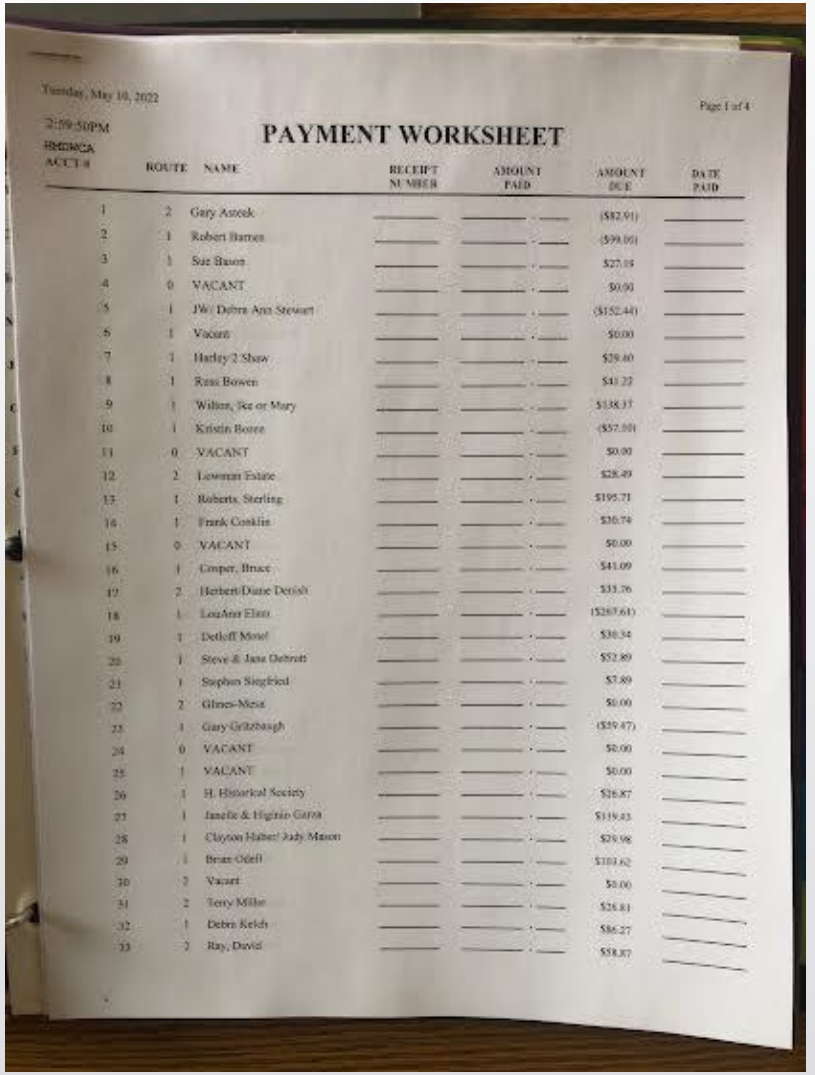


PRINTING BILLS

- Main Menu
- Print Reports and Bills
- Print Labels
- Fold and staple or tape

Revenue

- Write all checks and cash on the Payments Worksheet (printed with reports)
- Enter all into RVS



Tuesday, May 10, 2022 Page 1 of 4

2:09:50PM

RMDMCA

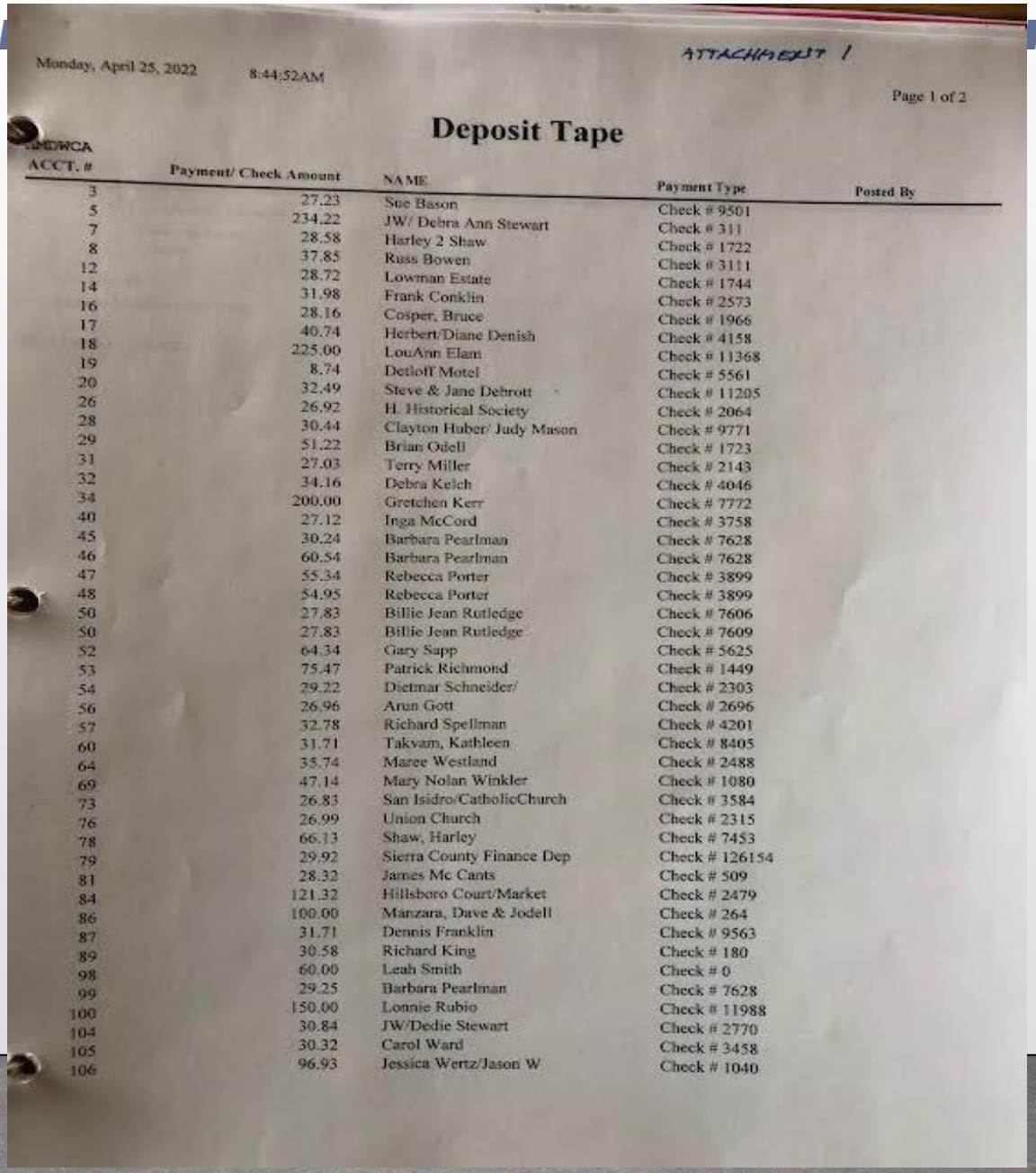
ACCT #

PAYMENT WORKSHEET

	ROUTE	NAME	RECEIPT NUMBER	AMOUNT PAID	AMOUNT DUE	DATE PAID
1	2	Gary Asteik			($82.91)	
2	1	Robert Barnes			($99.00)	
3	1	Sue Bason			$27.18	
4	0	VACANT			$0.00	
5	1	JW/ Debra Ann Stewart			($152.44)	
6	1	Vacant			$0.00	
7	1	Harley J Shaw			$29.40	
8	1	Russ Bowen			$41.22	
9	1	Wilton, Ike or Mary			$138.17	
10	1	Kristin Boren			($57.10)	
11	0	VACANT			$0.00	
12	2	Lowman Estate			$28.49	
13	1	Roberts, Sterling			$195.71	
14	1	Frank Conklin			$30.74	
15	0	VACANT			$0.00	
16	1	Cooper, Bruce			$41.09	
17	2	Herbert/Diane Denish			$35.76	
18	1	LouAnn Elam			($267.61)	
19	1	Dethoff Motel			$30.54	
20	1	Steve & Jane Dubroff			$52.89	
21	1	Stephen Siegfried			$7.89	
22	2	Glines-Mesa			$0.00	
23	1	Gary Gribbaugh			($39.47)	
24	0	VACANT			$0.00	
25	1	VACANT			$0.00	
26	1	H. Historical Society			$26.87	
27	1	Janelle & Higbie Gates			$119.43	
28	1	Clayton Haber/ Judy Mason			$29.98	
29	1	Brian Odell			$103.62	
30	2	Vacant			$0.00	
31	2	Terry Miller			$26.81	
32	1	Debra Kelch			$86.27	
33	2	Ray, David			$58.87	

Deposit Tape

print 2 copies:
1- Bank
1- our records



ATTACHMENT 1

Monday, April 25, 2022 8:44:52AM

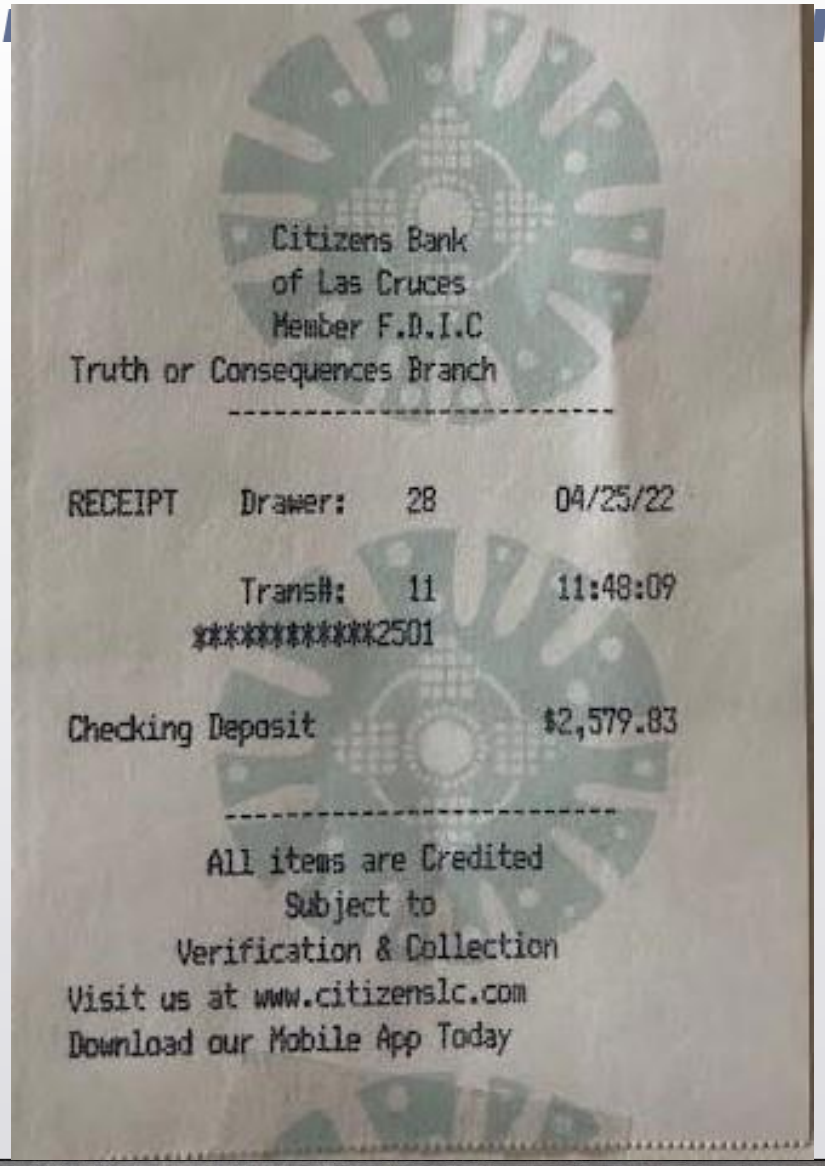
Page 1 of 2

Deposit Tape

ACCT. #	Payment/ Check Amount	NAME	Payment Type	Posted By
3	27.23	Sue Bason	Check # 9501	
5	234.22	JW/ Debra Ann Stewart	Check # 311	
7	28.58	Harley 2 Shaw	Check # 1722	
8	37.85	Russ Bowen	Check # 3111	
12	28.72	Lowman Estate	Check # 1744	
14	31.98	Frank Conklin	Check # 2573	
16	28.16	Cosper, Bruce	Check # 1966	
17	40.74	Herbert/Diane Denish	Check # 4158	
18	225.00	LouAnn Elam	Check # 11368	
19	8.74	Detloff Motel	Check # 5561	
20	32.49	Steve & Jane Debrott	Check # 11205	
26	26.92	H. Historical Society	Check # 2064	
28	30.44	Clayton Huber/ Judy Mason	Check # 9771	
29	51.22	Brian Odell	Check # 1723	
31	27.03	Terry Miller	Check # 2143	
32	34.16	Debra Kelch	Check # 4046	
34	200.00	Gretchen Kerr	Check # 7772	
40	27.12	Inga McCord	Check # 3758	
45	30.24	Barbara Pearlman	Check # 7628	
46	60.54	Barbara Pearlman	Check # 7628	
47	55.34	Rebecca Porter	Check # 3899	
48	54.95	Rebecca Porter	Check # 3899	
50	27.83	Billie Jean Rutledge	Check # 7606	
50	27.83	Billie Jean Rutledge	Check # 7609	
52	64.34	Gary Sapp	Check # 5625	
53	75.47	Patrick Richmond	Check # 1449	
54	29.22	Dietmar Schneider/	Check # 2303	
56	26.96	Arun Gott	Check # 2696	
57	32.78	Richard Spellman	Check # 4201	
60	31.71	Takvam, Kathleen	Check # 8405	
64	35.74	Maree Westland	Check # 2488	
69	47.14	Mary Nolan Winkler	Check # 1080	
73	26.83	San Isidro/CatholicChurch	Check # 3584	
76	26.99	Union Church	Check # 2315	
78	66.13	Shaw, Harley	Check # 7453	
79	29.92	Sierra County Finance Dep	Check # 126154	
81	28.32	James Mc Cants	Check # 509	
84	121.32	Hillsboro Court/Market	Check # 2479	
86	100.00	Manzara, Dave & Jodell	Check # 264	
87	31.71	Dennis Franklin	Check # 9563	
89	30.58	Richard King	Check # 180	
98	60.00	Leah Smith	Check # 0	
99	29.25	Barbara Pearlman	Check # 7628	
100	150.00	Lonnie Rubio	Check # 11988	
104	30.84	JW/Dedie Stewart	Check # 2770	
105	30.32	Carol Ward	Check # 3458	
106	96.93	Jessica Wertz/Jason W	Check # 1040	

Bank Deposit Slip

Deposit Receipt



Citizens Bank
of Las Cruces
Member F.D.I.C
Truth or Consequences Branch

RECEIPT Drawer: 28 04/25/22

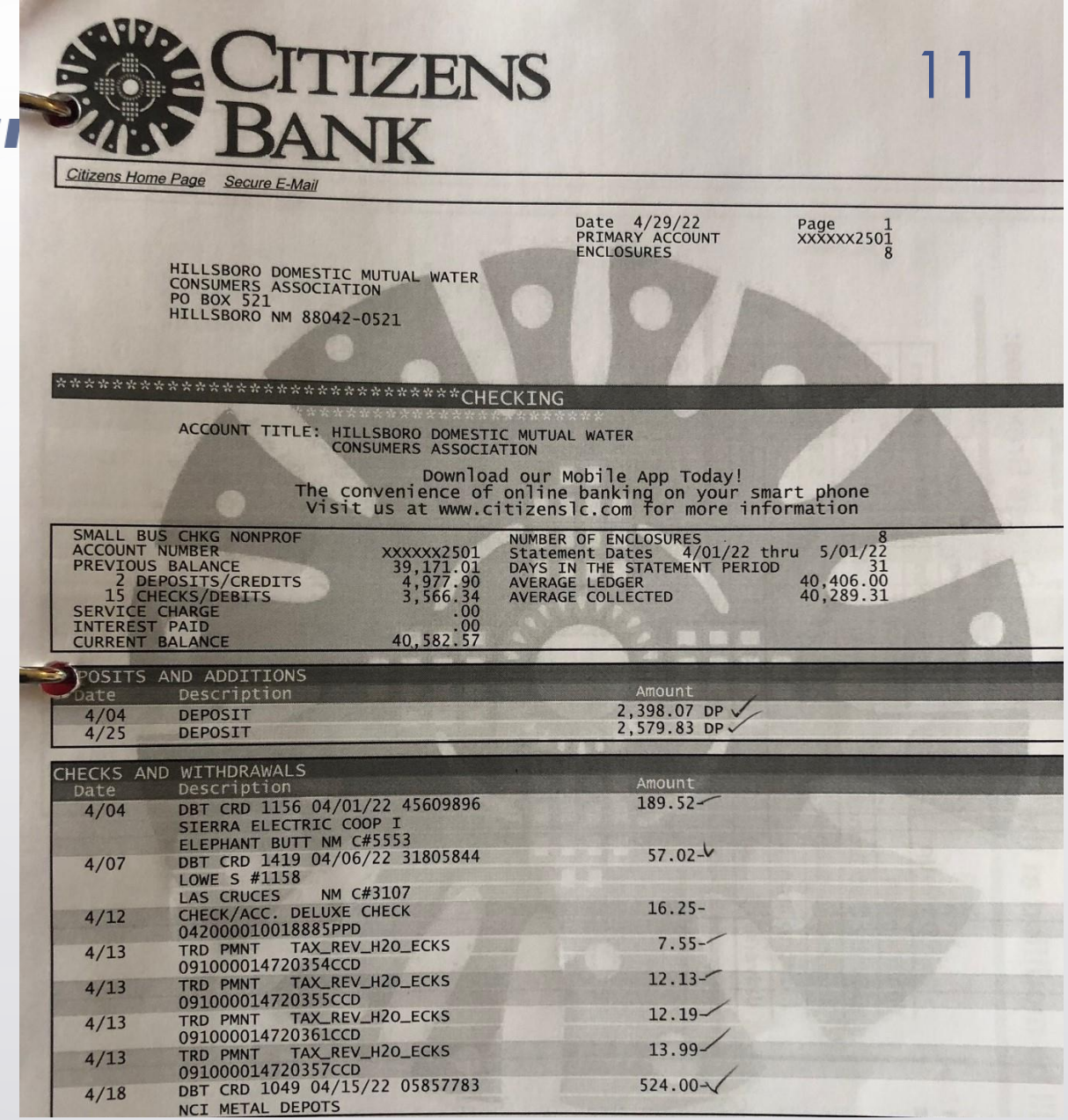
Trans#: 11 11:48:09
**********2501

Checking Deposit $2,579.83

All items are Credited
Subject to
Verification & Collection
Visit us at www.citizenslc.com
Download our Mobile App Today

Balance Checkbook

Get Statement from Citizens Website: Citizenslc.com



CITIZENS BANK

Citizens Home Page Secure E-Mail

Date 4/29/22 Page 1
PRIMARY ACCOUNT XXXXXX2501
ENCLOSURES 8

HILLSBORO DOMESTIC MUTUAL WATER
CONSUMERS ASSOCIATION
PO BOX 521
HILLSBORO NM 88042-0521

**********CHECKING**********

ACCOUNT TITLE: HILLSBORO DOMESTIC MUTUAL WATER
CONSUMERS ASSOCIATION

Download our Mobile App Today!
The convenience of online banking on your smart phone
Visit us at www.citizenslc.com for more information

SMALL BUS CHKG NONPROF		NUMBER OF ENCLOSURES	8
ACCOUNT NUMBER	XXXXXX2501	Statement Dates 4/01/22 thru	5/01/22
PREVIOUS BALANCE	39,171.01	DAYS IN THE STATEMENT PERIOD	31
2 DEPOSITS/CREDITS	4,977.90	AVERAGE LEDGER	40,406.00
15 CHECKS/DEBITS	3,566.34	AVERAGE COLLECTED	40,289.31
SERVICE CHARGE	.00		
INTEREST PAID	.00		
CURRENT BALANCE	40,582.57		

DEPOSITS AND ADDITIONS

Date	Description	Amount
4/04	DEPOSIT	2,398.07 DP
4/25	DEPOSIT	2,579.83 DP

CHECKS AND WITHDRAWALS

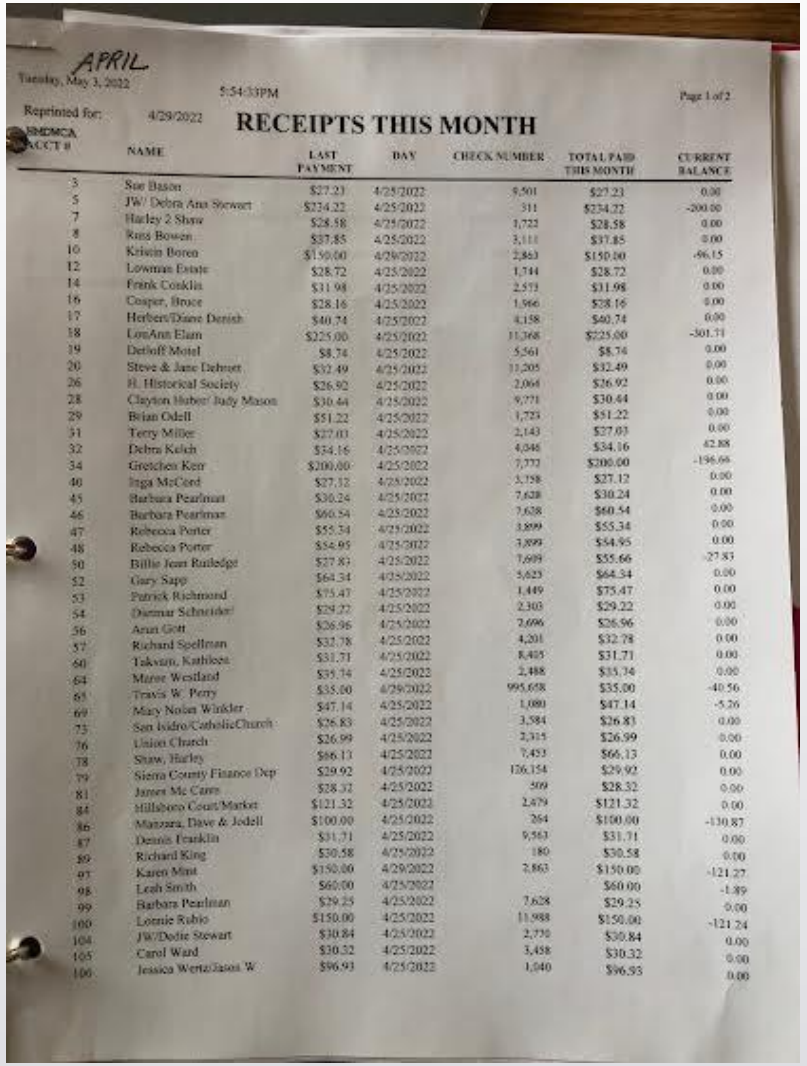
Date	Description	Amount
4/04	DBT CRD 1156 04/01/22 45609896 SIERRA ELECTRIC COOP I ELEPHANT BUTT NM C#5553	189.52-
4/07	DBT CRD 1419 04/06/22 31805844 LOWE S #1158 LAS CRUCES NM C#3107	57.02-
4/12	CHECK/ACC. DELUXE CHECK 042000010018885PPD	16.25-
4/13	TRD PMNT TAX_REV_H2O_ECKS 091000014720354CCD	7.55-
4/13	TRD PMNT TAX_REV_H2O_ECKS 091000014720355CCD	12.13-
4/13	TRD PMNT TAX_REV_H2O_ECKS 091000014720361CCD	12.19-
4/13	TRD PMNT TAX_REV_H2O_ECKS 091000014720357CCD	13.99-
4/18	DBT CRD 1049 04/15/22 05857783 NCI METAL DEPOTS	524.00-

End of the Month Reports

- **Run all reports after recording payments on the due date (25th of the month)**

Receipts this Month

Double check for accuracy



APRIL

Tuesday, May 3, 2022 5:54:33PM Page 1 of 2

Reprinted for: 4/29/2022

RECEIPTS THIS MONTH

ACCT #	NAME	LAST PAYMENT	DAY	CHECK NUMBER	TOTAL PAID THIS MONTH	CURRENT BALANCE
3	Sue Bason	$27.23	4/25/2022	9,501	$27.23	0.00
5	JW/ Debra Ann Stewart	$234.22	4/25/2022	311	$234.22	-200.00
7	Harley 2 Shaw	$28.58	4/25/2022	1,722	$28.58	0.00
8	Russ Bowen	$37.85	4/25/2022	3,111	$37.85	0.00
10	Kristin Boren	$150.00	4/29/2022	2,863	$150.00	-96.15
12	Lowman Estate	$28.72	4/25/2022	1,744	$28.72	0.00
14	Frank Conklin	$31.98	4/25/2022	2,573	$31.98	0.00
16	Cooper, Bruce	$28.16	4/25/2022	1,966	$28.16	0.00
17	Herbert/Diane Denish	$40.74	4/25/2022	8,158	$40.74	0.00
18	LouAnn Elam	$225.00	4/25/2022	11,368	$225.00	-301.71
19	Detloff Motel	$8.74	4/25/2022	5,561	$8.74	0.00
20	Steve & Jane Debruer	$32.49	4/25/2022	11,205	$32.49	0.00
26	H. Historical Society	$26.92	4/25/2022	2,064	$26.92	0.00
28	Clayton Huber/ Judy Mason	$30.44	4/25/2022	9,771	$30.44	0.00
29	Brian Odell	$51.22	4/25/2022	1,723	$51.22	0.00
31	Terry Miller	$27.03	4/25/2022	2,143	$27.03	0.00
32	Debra Kelch	$34.16	4/25/2022	4,046	$34.16	42.88
34	Gretchen Kerr	$200.00	4/25/2022	7,772	$200.00	-196.66
40	Inga McCord	$27.12	4/25/2022	3,758	$27.12	0.00
45	Barbara Pearlman	$30.24	4/25/2022	7,628	$30.24	0.00
46	Barbara Pearlman	$60.54	4/25/2022	7,628	$60.54	0.00
47	Rebecca Porter	$55.34	4/25/2022	3,899	$55.34	0.00
48	Rebecca Porter	$54.95	4/25/2022	3,899	$54.95	0.00
50	Billie Jean Rutledge	$27.83	4/25/2022	7,699	$55.66	-27.83
52	Gary Sapp	$64.34	4/25/2022	5,623	$64.34	0.00
53	Patrick Richmond	$75.47	4/25/2022	1,449	$75.47	0.00
54	Dietmar Schneider	$29.22	4/25/2022	2,303	$29.22	0.00
56	Arun Gott	$26.96	4/25/2022	2,696	$26.96	0.00
57	Richard Spellman	$32.78	4/25/2022	4,201	$32.78	0.00
60	Takvam, Kathleen	$31.71	4/25/2022	8,405	$31.71	0.00
64	Maree Westland	$35.74	4/25/2022	2,488	$35.74	0.00
65	Travis W. Perry	$35.00	4/29/2022	995,658	$35.00	-40.56
69	Mary Nolan Winkler	$47.14	4/25/2022	1,080	$47.14	-5.26
73	San Isidro/CatholicChurch	$26.83	4/25/2022	3,584	$26.83	0.00
76	Union Church	$26.99	4/25/2022	2,315	$26.99	0.00
78	Shaw, Harley	$66.13	4/25/2022	7,453	$66.13	0.00
79	Sierra County Finance Dep	$29.92	4/25/2022	126,154	$29.92	0.00
81	James Mc Cann	$28.32	4/25/2022	509	$28.32	0.00
84	Hillsboro Court/Market	$121.32	4/25/2022	2,479	$121.32	0.00
86	Manzara, Dave & Jodell	$100.00	4/25/2022	264	$100.00	-130.87
87	Dennis Franklin	$31.71	4/25/2022	9,563	$31.71	0.00
89	Richard King	$30.58	4/25/2022	180	$30.58	0.00
97	Karen Mint	$150.00	4/29/2022	2,863	$150.00	-121.27
98	Leah Smith	$60.00	4/25/2022		$60.00	-1.89
99	Barbara Pearlman	$29.25	4/25/2022	7,628	$29.25	0.00
100	Lonnie Rubio	$150.00	4/25/2022	11,988	$150.00	-121.24
104	JW/Dodie Stewart	$30.84	4/25/2022	2,770	$30.84	0.00
105	Carol Ward	$30.32	4/25/2022	3,458	$30.32	0.00
106	Jessica Wertz/Jason W	$96.93	4/25/2022	1,040	$96.93	0.00

Paying Bills

- All checks written must have 2 signatures
- All checks written must have a receipt
- Sierra Electric Cooperative is set up on auto pay
- New Mexico Taxes are paid online using check routing and account numbers:
  - Government Gross Receipts
  - Gross Receipts
  - Water Conservation Fee

Taxpayer Access Point (TAP) tap.state.nm.us/login

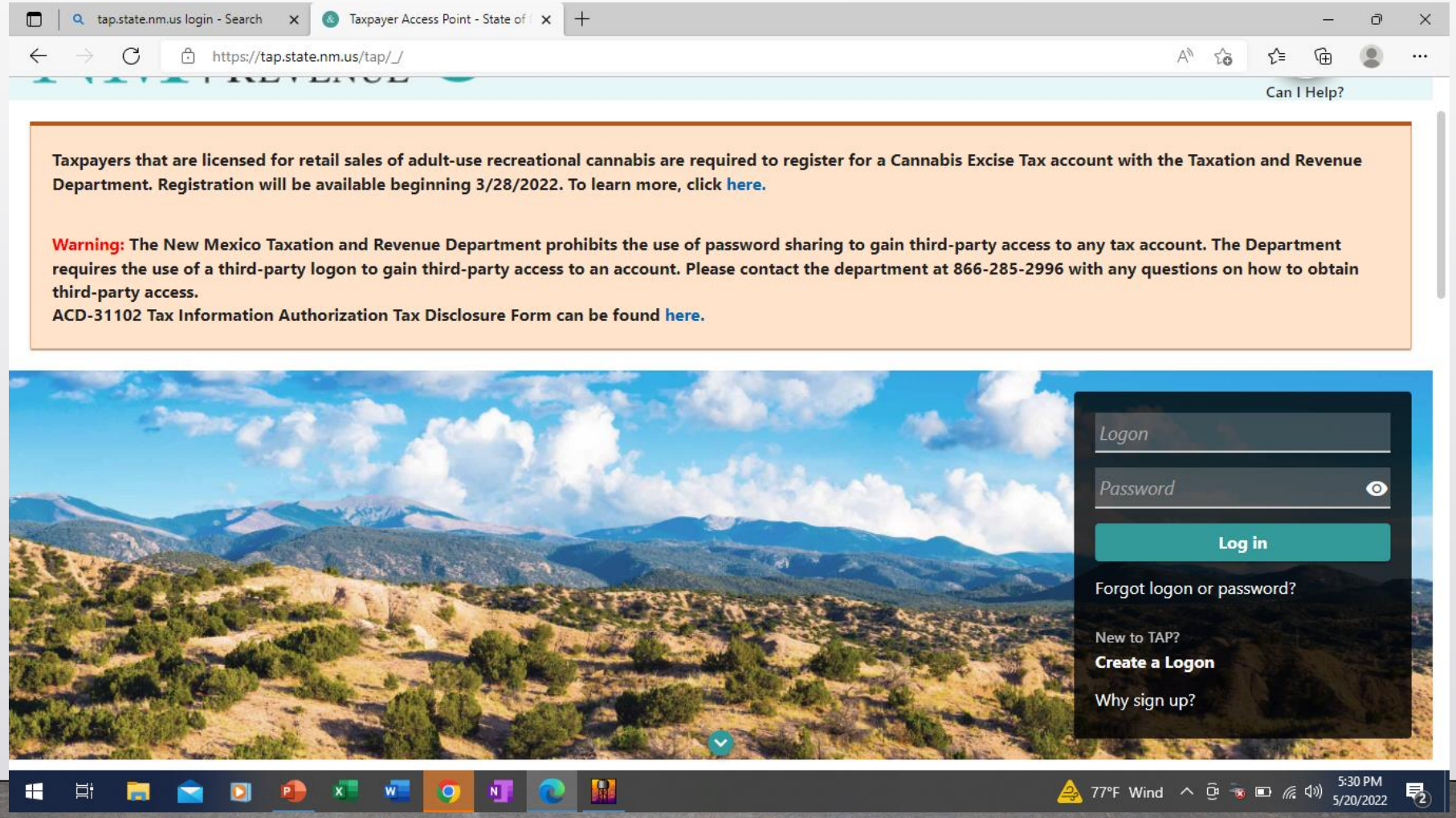
- **Water Conservation Fee**
- **Government Gross Receipts**
- **Gross Receipts**

NOTE:

Each of these need to be filed every month, even if there are no fees due.

When they are not filed we are assessed a $5.00 late fee.

TAP Website


tap.state.nm.us login - Search
Taxpayer Access Point - State of
https://tap.state.nm.us/tap/_/
Can I Help?
Taxpayers that are licensed for retail sales of adult-use recreational cannabis are required to register for a Cannabis Excise Tax account with the Taxation and Revenue Department. Registration will be available beginning 3/28/2022. To learn more, click here.
Warning: The New Mexico Taxation and Revenue Department prohibits the use of password sharing to gain third-party access to any tax account. The Department requires the use of a third-party logon to gain third-party access to an account. Please contact the department at 866-285-2996 with any questions on how to obtain third-party access.
ACD-31102 Tax Information Authorization Tax Disclosure Form can be found here.
Logon
Password
Log in
Forgot logon or password?
New to TAP?
Create a Logon
Why sign up?
77°F Wind
5:30 PM
5/20/2022

MONTHLY REPORTS

- Billing Register
- Receipts this Month
- Past Due List
- Late Charge Report

Billing Register

Shows Capital Improvement total, Late charge total, new membership total

- **Click on Printer Icon**
- **The “Choose Report” menu will be displayed**
- **Click on “Monthly Reports”**
- **Click on “Billing Register”**
- **Qualify by “All Customer Accounts”**
- **Sort Options “Numerical”**
- **Print 2 copies. One for Gary’s packet one for Treasurer Binder**

Receipts this Month

Used to double check member's payments

- **Printer, Choose Report, Monthly Reports, Receipts this Month**
- **Qualify by: All customer accounts**
- **Sort by Numerical**
- **Print 2 copies. One for Gary's packet one for Treasurer Binder**

Past Due Customers

- Printer, Choose Report, Monthly Reports, Past Due Customers
- Qualify by: All customer accounts
- Sort by Numerical
- Choose “Bal > 0”
- Print 2 copies. One for Gary’s packet one for Treasurer Binder

Late Charge Report

- Printer, Choose Report, Monthly Reports, Late Charge Report
- Qualify by: All customer accounts
- Sort by Numerical
- Print 2 copies. One for Gary’s packet one for Treasurer Binder

Totals Reports

- Sales Tax Report
- Director’s Report
- Usage and Loss Report
- Usage Breakdown
- Usage Summary

Sales Tax Report (Used for NM Gross Receipts Tax)

- **Click on Printer Icon**
- **The “Choose Report” menu will be displayed**
- **Click on “Totals Reports”**
- **Click on “Sales Tax Report”**
- **Ignore Rate Info**
- **Options provided: Print to screen yes or no. Choose No so you can print to the printer**
- **Select Rate category: select OK (do not input anything) just click OK**

Director's Report

- Click on Printer Icon
- The "Choose Report" menu will be displayed
- Click on "Totals Reports"
- Click on "Systems Reports"
- Click on "Director's Report"
- Click "Enter" 3 times
- Print 2 copies. One for Gary and one for Treasurer's Binder

Usage and Loss Report

- Click on Printer Icon
- The “Choose Report” menu will be displayed
- Click on “Totals Reports”
- Click on “Usage and Loss Report”
- Type of Usage and Loss is S for System, enter two digit month and two digit year; for example: 05-22 for May 2022.
- Press enter twice
- Print several copies. One for Gary’s packet one for Treasurer Binder, and one for each member of the board. Bring copies to the Board Meetings

Usage Breakdown

- Click on Printer Icon
- The “Choose Report” menu will be displayed
- Click on “Totals Reports”
- Click on “Usage Breakdown”

- Print 2 copies. One for Gary’s packet one for Treasurer Binder

Usage Summary

- Click on Printer Icon
- The “Choose Report” menu will be displayed
- Click on “Totals Reports”
- Click on “Usage Summary”