

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
MINUTES OF OCTOBER 22, 2018, REGULAR COMMITTEE MEETING
1:00PM @ SJT GOVERNMENTAL CENTER

AGENDA ITEM

Attending: McNamara, Gillespie, McDonough Approved minutes of 9.24.18 meeting
MONTHLY FINANCE REPORT - Committee reviewed, McNamara will update and distribute to board.

Sewer Billing – McDonough reported on sewer billing, provided committee with copies of bills paid. Current year sewer rate study update will be sent to users with November billing.

Current Year Budget Amendment – McNamara working on this.

Pontem Software – Cash Management - Receipt Management - Gillespie presented information and quote from Pontem for this additional component to our accounting suite of software. This piece was not purchased with the original suite, but is necessary for ease of reconciliation between the treasurer who collects and deposits all revenue and the clerk who accounts for the overall budget. **The committee recommends purchase of this essential accounting software.**

Common email server – McDonough reported on research into getting township board and staff on same secure email server. Committee agrees this is very important and that township should also consider establishing a common computer network so that all work of the township is saved and protected in a thoughtful way. McNamara and McDonough to work on this.

Deficit Elimination Plans (DEP) – McNamara reported that per March 30, 2018 audit, the MI department of treasury has requested a DEP for the Sewer Fund and the Municipal Dock Fund. McNamara has prepared the documents and sent them to the accountant for review. These documents will have to be approved at the November board meeting and then submitted to the state.

Finance Policies – McDonough presented first draft of ACH policy and Credit Card Policy. She will do further research on these policies.

NEXT MEETING DATE NOVEMBER 26, 2018 @ 1:00PM

*Finance Committee established by Township Board on 12.7.2016 with following board members appointed: Supervisor, Treasurer and Clerk.