

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
 MINUTES FOR APRIL 22, 2019 REGULAR COMMITTEE MEETING
 1:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor McNamara, Clerk Gillespie, Treasurer McDonough
 Approved minutes of the January 21, 2019 Meeting & Reviewed Tasks from Meeting

MONTHLY FINANCE REPORT – Committee reviewed and made comments on monthly finance report, McNamara will update and distribute to board. Clerk shared a Standard Budget Report from Pontem Software and committee decided that this report will be printed and shared monthly with the board – the report shows adopted budget revenue and expenditure categories compared to what has been received and spent each month.

Sewer Billing – Treasurer McDonough reported that all sewer accounts are paid to date; more customers are electing to pay ahead.

State Liquor Control Fund Revenue – McNamara expressed need to research this revenue stream which generates approximately \$2,000.00 per year from the State of Michigan. Need to define what expenditures the funds can be used for and how to record those expenditures. McDonough to research and report back.

Schedule of Wages - McNamara presented 2019 Township Schedule of Wages. This document is updated from the adopted 2018 document. It reflects a 2.8% increase in certain employee categories and reflects same for township officials. Committee recommends sending to the township board for approval.

Work schedule for seasonal workers – Committee discussed needs the 2019 summer season. Expect very similar hours for gardener and for parks & rec summer maintenance employee; clerk will generate a report showing wages and hours from last year. During meeting, summer gardener stopped in and let us know that she will get things started for us, but will back out once someone else is hired; she made suggestions about needs for the summer. McNamara will post for seasonal gardener

Next Meeting Date: May 20, 2019 @ 1:00PM @ Governmental Center

TASK	SUPERVISOR	CLERK	TREASURER
Set up Deputy Clerk as bank signatory			X
Prepare Account Numbers for Recreation Passport Grant implementation	X	X	
Research Liquor Control Fund			X
Summarize hours for 2018 summer help		X	
Arrange for availability of black dirt for gardens	X		
Order flowers and define garden fence repair/removal			X
Post for seasonal gardener	X		

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