

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
 MINUTES FOR, JUNE 24, 2019, REGULAR COMMITTEE MEETING
 1:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor McNamara, Treasurer McDonough and Clerk Gillespie. Approved minutes of the May 22, 2019 Meeting & Reviewed Tasks

MONTHLY FINANCE REPORT

- Review Draft – McNamara will update and distribute to board
- View Pontem Monthly Report – Clerk will update monthly and distribute via email to board members, post to website and have one hard copy available at monthly board meetings.
- Review monthly bills – Clerk shared with committee

Sewer Billing: Treasurer Reports payments on track

Credit Card Supervisor: Motion by Treasurer, Second by Clerk to establish credit card through Charlevoix State Bank in name of supervisor Kathleen McNamara with a limit of \$5,000.00. Motion Carried.

Update – Auditor Visit: Auditor on site week of June 10. Auditor is assisting Clerk to identify necessary journal entries so that monthly reconciliations are accurate. Discussed use of Liquor Control Funds.

Flag Pole – Public Beach: Consensus of committee is to have clerk research purchase of flag pole for public beach.

Work schedule for gardens, campgrounds, other summer: Mostly confirmed. Need to confirm contracts for cleaner and gardener.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: McNamara shared costs for cemetery fence installation; Peaine Twp to share cost. McDonough reported that summer residents will be placing bunting on village area fences, McNamara reported that details set for 4th of July Fireworks,

Next Meeting Date: July 22, 2019

TASK	SUPERVISOR	CLERK	TREASURER
Prepare Billing for Peaine Twp		X	
Articulate board motion for use of Liquor control funds	X		
Establish expenditure account # for LC Funds		X	

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