

FINANCE COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES FOR NOVEMBER 23, 2020 REGULAR COMMITTEE MEETING

1:00PM @ SJT GOVERNMENTAL CENTER

Place: Virtual Meeting via Telephonic Conference Call Due to the Coronavirus Pandemic

Attending: Supervisor McNamara, Clerk Gillespie, Treasure McDonough. Approved minutes of the October 26, 2020 Meeting. Reviewed Tasks from previous meeting.

MONTHLY FINANCE REPORT

Supervisor to finalize monthly Finance Report and send out to board. Clerk to prepare monthly Pontem Standard Budget Report and distribute to the board before the December 2, 2020 meeting.

FUND ACCOUNTING AND PAYROLL SOFTWARE UPGRADE

The clerk presented proposals from 3 companies to replace current software. Main reason for replacing Pontem Software is because they will not be hosting a payroll component.

Company	Notes	Cost	Recommendation
Banyon Data	Includes Fund Accounting and Payroll	\$5,085 upfront \$1,785 annual \$6,780.00 Total	Not recommended, company is very large and may not understand small municipalities.
DWD Technology Group	Includes Fund Accounting and Payroll	\$7,080 upfront \$1,770 annual \$8,850 total	Not recommended, proposal is vague.
CSA Software Solutions (Red Wing Software)	Includes Fund Accounting and Payroll; supports direct deposit. Fee can be paid for in monthly installments over 23 months.	\$7,474.00 total includes first annual payment \$1,439 annual	Recommended, dependent upon positive comments from Michigan municipalities.

Motion McDonough, 2nd McNamara to recommend that the board purchase CSA Software Solutions' Redwing Software for fund accounting and payroll, pending at least 3 positive references from small Michigan municipalities. Motion passed, unanimous.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: McNamara reported that the 2020 Sewer Rate Study to be received from Performance Engineers for December 2, 2020 board meeting.

Next Meeting Date: December 28, 2020