

## FINANCE COMMITTEE\*

### ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES FOR JANUARY 25, 2021 REGULAR COMMITTEE MEETING

1:00PM @ ~~SJT GOVERNMENTAL CENTER~~ **Via Zoom** because of pandemic

**Attending:** Supervisor McNamara, Clerk Gillespie, Treasure McDonough. Approved minutes of the January 4, 2021 Meeting. Reviewed Tasks from previous meeting.

#### MONTHLY FINANCE REPORT

Committee reviewed the draft, McNamara to update and send to full board. Clerk to prepare monthly Standard Budget Report and bills to be paid and distribute to the board before the February 3, 2021 meeting. McDonough shared a draft investments policy for committee to study and discuss at next meeting.

#### New Financial Software Implementation

Gillespie reported that she has been working with CenterPoint Fund Accounting trainer to get the software fully operational. She expects to do the next payroll with direct deposit and plans to do have other functions working soon. The software is also installed on the supervisor's computer as a read and report only function.

#### Review 2021-2022 General Fund Budget Progress

McNamara shared progress to date and committee discussed current budget assumptions by reviewing a Pontem standard budget report. McDonough will provide information about current and delinquent tax levies for budget projections. Gillespie to prepare current year invoices to inform the budget amendment process. McNamara will prepare and overall Budget Notes and Budget Summary to share with the board at its February 3<sup>rd</sup> meeting and will seek input from board members at that time about 'extra' items to be included in the 2021-2022 budget.

**OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE:** None

**Next Meeting Date:** February 22, 2021

TASK	SUPERVISOR	CLERK	TREASURER
Investment Policy – Study	X	X	X
Research Current and Delinquent Tax levies			X
Update 20-21 invoices for Peaine Township, Chamber of Commerce, EMS and BIDL		X	
Prepare draft 2020-21 budget amendment and 2021-22 proposed budget assumptions and overview	X		

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