

**FINANCE COMMITTEE\***

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

MINUTES FOR April 26, 2021, 2021 REGULAR COMMITTEE MEETING

1:00PM @ SJT GOVERNMENTAL CENTER

Due to the Coronavirus Pandemic, Members of the Public were invited to attend the meeting by telephone.

**Attending:** Supervisor McNamara, Clerk Gillespie, Treasurer McDonough. Approved minutes of the March 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 May 5, 2021 meeting.

**New Financial Software Implementation**

Gillespie reported that she has been working with CenterPoint Fund Accounting trainer to get the software fully operational. She is now completing payroll with direct deposit.

**Sewer Report Update**

McDonough reported that customers continue to pay in a timely manner. Two properties have changed hands and McDonough is monitoring to ensure no loss of payment or service.

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

**Next Meeting Date:** May 28, 2021

TASK	SUPERVISOR	CLERK	TREASURER
Spreadsheet to monitor due to and due from accounts		X	X
New Standard Budget Report Document	X	X	
Finalize FY 2021 in Pontem Software		X	
Update Schedule of Wages for board review	X		X
Get Credit Card for Harbormaster			

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