

FINANCE COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES FOR ~~DECEMBER 28, 2020~~ JANUARY 4, 2021 RESCHEDULED 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 November 23, 2020 Meeting. Reviewed Tasks from previous meeting.

MONTHLY FINANCE REPORT

Monthly Finance Report has been sent to the board and clarifications will be made at the upcoming board meeting. Clerk to prepare monthly Pontem Standard Budget Report and distribute to the board before the January 6, 2020 meeting.

Group concurred to transfer \$50,000.00 from the General Fund to the Municipal Dock Fund as a short-term loan for cash flow purposes while awaiting reimbursement from the Michigan Waterways Commission Grant Program. The money will be used to pay Shoreline Power Services, Inc in partial payment for work completed on the electrical upgrade at the Municipal Marina South. Upon receipt of cancelled check from Shoreline Power Services, McNamara will submit a request for grant reimbursement.

Discuss Financial Software Implementation

Gillespie reported the current payroll is being completed through new software (CSA) and will be paid by check through January and the by electronic transfer beginning in February. Current Pontem software will continue to be used for all but payroll until the beginning of the new fiscal year – April 1, 2021. Gillespie to set up a conference with McNamara and CSA personnel to discuss budget planning process and which software to use in the process

Sewer Report Update

McDonough reported the all payments are current. Additional \$.50 increase was billed in January and a note to customers was included. The billing and collecting functions are completed by different people per auditor suggestion. McDonough and McNamara to work on Sewer Budget planning in early February.

Winter Tax Disbursements

Treasurer reported that taxes have been coming in and she is working within state guidelines and local bank and USPS schedules to get payments deposited in a timely manner.

Discuss 2021-2022 Budget Planning Process

McNamara shared list of items developed by the PWC for budget consideration and the Finance Committee added a few other items. McNamara to work on first draft of 2021-22 budget during January. The January 25, 2021 Finance Committee Meeting will focus on review of first draft.

Next Meeting Date: January 25, 2021

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