

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
 MINUTES OF DECEMBER 18, 2017 REGULAR COMMITTEE MEETING
 10:00AM @ SJT GOVERNMENTAL CENTER

AGENDA ITEM

Attending: McNamara, Belfy, McDonough. Approved minutes of the November 17, 2017 Meeting

MONTHLY FINANCE REPORT: Supervisor will draft and forward to treasurer and clerk for input prior to next board meeting.

Sewer Bookkeeping: Current sewer bookkeeper Maureen Turner, who was hired in 2015 to establish professional billing procedures, has resigned her position effective as soon as possible. After discussion there was a motion (McNamara) and second (Belfy) to recommend to the township board that Treasurer Diane McDonough be hired as the sewer bookkeeper at a rate of \$100.00 per month, to begin with the February billing. Motion Passed, McDonough abstained from vote.

Social Security and Retirement: Clerk is researching whether St. James Township is in compliance with federal guidelines which allow employees who are enrolled in a qualified public retirement system and are not under a section 218 agreement to not be required to have social security coverage.

State Revenue Payments: Currently all state revenue payments are electronically deposited in the Municipal Dock fund and either retained there if it is revenue from the MDNR reservation system or transferred to the General Fund if it is revenue sharing or other state revenue not tied to the dock. The committee would like to see the State of Michigan set up a separate electronic deposit system for the General Fund.

Outsourcing Payroll & Associated Tax Compliance: Many municipalities outsource their payroll to ensure that it is consistently handled in a professional manner and to ensure compliance with complicated payroll tax requirements. The clerk will research the options available in our area and this will be a topic at an upcoming Finance Committee Meeting.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: Treasurer reported that tax dollars are coming in and she is all set to meet required disbursements to local taxing entities. Treasurer reported that \$800.00 received from Chamber of Commerce for office rent - Chamber also provides wireless internet access for Municipal Dock as part of 'rent'.

Next Meeting Date: January 22, 2018

Minutes prepared by K McNamara

TASK	SUPERVISOR	CLERK	TREASURER
Research County Rental Agreement for space in Governmental Center	X		
Contact State about electronic deposit of funds to General Fund			X
Research Payroll Options		X	

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