

**FINANCE COMMITTEE\***  
**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
MINUTES FOR DECEMBER 29, 2021 SPECIAL COMMITTEE MEETING  
TRANSITION PRE-REGULAR FINANCE MEETING – JANUARY 2022  
1:00PM @ SJT GOVERNMENTAL CENTER

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**Attending:** Supervisor Moore, Clerk Gillespie Treasurer McDonough. Admin Assistant Pryor

**Purpose of Meeting:** Finance Committee meeting was called together to help Joe and Cynthia transition to regular Finance Committee meetings.

**Discussion:**

1. Meetings for 2022 will be the 1<sup>st</sup> Wednesday of every month, 1:00 pm at Governmental Center.
2. Need new Meeting info dates etc, updated for public notice and website – CP
3. Financial Reports were passed out and explained to Joe and Cynthia
3. Need a login for Joe to bank
4. Need credit card for Joe - \$5,000 limit
5. Joe will create Agenda to include:
  - AT&T Buy-out of \$75,000 already moved from GF – needs its own account – Diane
  - Policy Statement for handling such things as AT&T – Diane
  - COVID Fund reimbursement
  - Make sure all Marina items are moved from Marina to GF
6. Talked about all items coming back to Township from Grants, funds, etc
7. Cynthia will cc: Diane and Julie on grant reconciliation items coming back to the Township  
IE: Charlevoix County Park Millage grant, MDNR MOA

**NEXT REGULAR FINANCE COMMITTEE MEETING:** January 5, 2022, 1:00 pm Governmental Center