

Village Of Lawrence

Administration Committee

August 21, 2018

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Present: Dan Faulkner, Katie Newton, Janet Utter and Cindy Nower

Guest: Dave Quick and Chase Whiteman

Absent: Pat Alburtus

Meeting opened at 6:10 PM

Motion by Utter supported by Katie to approve July 17, 2018 minutes. Motion carried.

Old Business

- Receivables – Billing register if bills was reviewed, no updates
- Tax Capture – Account has been setup for deposit of tax checks
- Payroll – Direct deposit for all employees
- Treasurer and Clerk jobs description reviewed
- BS & A security permissions who can use system – under review

New Business

- Budget – additional costs for audit
- Insurance
- Ox Roast

Motion by Utter supported by Faulkner to adjourn meeting.

Meeting adjourned at 6:44 PM

Motion carried

Respectfully submitted:

Lucinda R Nower, Chairman