

Village Of Lawrence

Administration Committee

July 17, 2018

www.lawrencemi.org



Present: Dan Faulkner, Katie Newton and Cindy Nower

Guest: Dave Quick

Absent: Pat Alburtus and Janet Utter

Meeting opened at 6:06 PM

Motion by Dan supported by Katie to approve June 19, 2018 minutes. Motion carried.

Old Business

- Receivables – completed reviewing billing register regards to outstanding bills were ever added to taxes
- Point and Pay – waiting until after audit complete
- Tax Capture – new bank account setup for tax capture payments only.
- Payroll update – continued to be worked on
- Treasurer and Clerk jobs description – working on
- BS & A security permissions who can use system – under review

New Business

- Payables – need to be reviewed for 3/1/17-2/28/18 need to be completed by August 1
- Amended budget workshop on August 28th at 6:30 PM

Motion by Katie supported by Dan to adjourn meeting. Motion carried.

Meeting adjourned at 6:40 PM

Respectfully submitted:

Lucinda R Nower, Chairman