



Village Of Lawrence
157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
(269) 674-8161 • Fax (269) 674-3004

**Administrative Committee
Meeting Minutes**

October 17, 2017

Meeting Opened at 6:05

Present: Babcock, Nower, Faulkner & Alburtus

Absent: Utter

Faulkner motioned to approve the meeting minutes from the September meeting, Babcock seconded all were in favor.

Old Business

1. CJ finalized the file structure; the office can now start populating the files. Once it is done we will start using the new structure. He is actively working on remote access. Server is also being backed up to the cloud.

New Business

1. Bank Reconciliations Status - September are expect for water & sewer savings (doing these with Pat tomorrow)
2. Treasurer Report - Taxes Collected \$181,138.22 to be collected \$34,696.34
3. The bank rec sop was discussed that we need to change the scope to say "the activity **MUST** be completed prior to council docs being printed.
4. Discussed looking at returning the \$51,000 from the general fund that was used to cover the general fund expenses. Will work on this before next meeting.
5. Dan is going to help Pat with forwarding his Village email to his personal email so he gets the reminders for meetings.
6. Need to order a **RECEIVED** stamp to stamp all incoming bills.
7. Look at record retention, Cindy to look for the Village's policy.
8. Budget request were discussed and a second computer for the office was discussed.

Discuss topics/concerns/ suggestions from each of the committee members.

Field Questions and/or concerns from the public.

Motion to adjourn by Babcock and seconded by Alburtus. Motion passed.

Meeting adjourned at 6:52 p.m.

This institution is an equal opportunity provider