

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
 MINUTES FOR, AUGUST 24, 2020, REGULAR COMMITTEE MEETING
 1:00PM @ SJT GOVERNMENTAL CENTER

AGENDA ITEM

Attending: Supervisor McNamara, Clerk Gillespie, Treasure McDonough. Approved minutes of the July 27, 2020 Meeting with date corrected. Reviewed Tasks from previous meeting.

MONTHLY FINANCE REPORT Supervisor to finalize monthly Finance Report and send out to board. Clerk to prepare monthly Pontem Standard Budget Report and distribute to the board before the September 2, 2020 meeting. Committee reviewed draft general fund budget amendment as prepared by McNamara and Gillespie. Committee concurred with proposed general fund changes and McNamara will finalize documents for full board review and potential adoption. Committee reviewed and discussed Marina budget recognizing that revenue is low compared to expectations when budget was adopted in March. Decrease in revenue is related to Covid-19 travel restrictions early in the season and record high water forcing the shutdown of electric and pump-out services at both marinas. McNamara will draft an amended Municipal Marina budget for full board discussion. Committee recommends that the amendment include waiving of 2020 payment of \$10,000.00 due to the general fund for historic (pre-2017) payroll taxes.

Sewer Billing Customers are paying promptly.

L-4029 – Millage Document This document must be filed with the County by the end of September each year to notify the county of the tax levies the township expects to levy on the winter tax cycle. McNamara will confer with the following entities about needed millage rate: BIFD, BIRHC, Airport, Transfer Station, BIHS and BIEMS. It is expected that the millage rates will remain the same as 2019. Document to be approved by the township board at September 2, 2020 board meeting.

2019-2020 Audit McNamara reported that auditor Doug Vredevelde is able to meet with the committee to review the audit for year ended March 31, 2020. There will be a special Finance Committee Meeting scheduled for Monday, August 31, 2020 at 1:00pm for this purpose.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: None

Next Meeting Date: September 28, 2020

TASK	SUPERVISOR	CLERK	TREASURER
Marina Budget – determine seasonal fees yet to be collected			X
Marina Budget – prepare amended budget	X	X	
Complete L-4029	X		
Prepare GF Amendment documents for board	X		

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