



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For October 2017**

Prepared By: Melissa Lewis

Date: 10/30/17

Additional and/or Support Materials Attached: Yes No

Ongoing:

- 2017 Real Estate, Tax District Bills and Personal Property Taxes have been mailed.
- Working with the Caroline County Commissioner of the Revenue on abatements and supplements to 2017 taxes.
- Responding to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Entering Work Orders into Mobile 311.
- Working with Town Manger to make Journal Entries and Budget Transfers.
- Preparing delinquent BPOL and Meals Tax letters using letter templates supplied by the Town Attorney. I will be supplying the Town Attorney with a list of recipients and updating her on the statuses.
- Preparing and mailing zoning violation letters as determined by the zoning administrator.
- Meters are being read and bills prepared for Utility Bills.
- Reviewing and posting Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewing and posting Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewing and reconciling bank deposits prepared by the Accounts Clerk.
- Maintaining list of Agenda items for Town Council, Planning Commission, and EDA
- Preparing Packets for monthly Town Council, Planning Commission, and EDA

Pending Actions:

None.

Decisions Needed:

None.

Heads Up Items:

The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.

The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town’s resources and will do so without regard to personal gain or privilege.

TOWN HALL RENTALS

October 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
18	Activities Program	Yoga/Pitaiyo	600.00
1	Beasley, Brooks	Wedding Reception	600.00
1	Stevens, Britnei	Deposit Forfeiture	150.00
1	Washington, Valarie	Wedding Reception	600.00
1	Bowling Green Fire Dept	Sportsman Dinner	250.00
1	Town Council Meeting	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Triad	Meeting	N/C
1	Water, Sewer & Trash Committee	Meeting	N/C
1	Budget Committee	Meeting	N/C

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Total

\$2065.00