



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

Prepared By: Melissa Lewis

Date: 7/28/17

Additional and/or Support Materials Attached: Yes No

Ongoing:

- Continuing to coordinate with contractors on work to be done in Town Hall.
- Preparing for VML's worker's compensation Audit.
- Updating and cleaning up budget in Bright Accounting system.
- Working with CPA to reconcile and close out FY17 financial records.
- Archiving FY16 records that have been audited and preparing for FY17 audit
- 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.
- Updating employee files, enrolling new employees in health insurance, VRS, etc.
- Adjusting utility rates in BAI to reflect 5% rate increase.
- Coordinating with Tara Delaney of the USDA to gather all documents and signatures needed for Police Car Grant.
- 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:

- Minutes from the June 15th and July 6th meeting are not yet complete; we hope to have two sets of minutes in the September packets.
- The Business office is scheduled to be painted and have the floors replaced beginning on 8/5, the work may temporarily displace me and Judy but the office will be open for business using the Rappahannock Reception Room and Town Managers office as alternate locations for transaction of business.

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

July 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
24	Activities Program	Yoga/Pitaiyo	320.00
1	Antoinette Monroe	Wedding Rec	500.00
1	St. James Baptist Ch	Dinner	500.00
1	Mattaponi Baptist Assoc	Dinner	500.00
1	Town Council	Meeting	N/C
1	Town Council	Work Session	N/C
1	Budget Committee	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C
1	Water, Sewer & Trash	Meeting	N/C
2	Caroline Remembers USO Dance	Meeting	N/C

35

Total

\$1820.00