



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

Prepared By: Melissa Lewis

Date: 06/30/17

Additional and/or Support Materials Attached: Yes No

Ongoing:

- Working with Town Attorney to identify delinquent BPOL, Meals, Real Estate, and Personal Property Taxes.
- As of July 1 Meal Tax has increased from 4% to 6%. In early June, I personally spoke with each restaurant owner and hand delivered letters notifying owners of meals tax increase. I mailed certified letters to the corporate offices of Pizza Hut, Food Lion, and McDonald’s. Some owner’s chose to display letter notifying their customers of the increase.
- June 26th was our CPA’s, Sheila Minor, last day with us. She has assigned one of her employee’s, Carol White, to take over her duties.
- New trash cans were recently purchased for the playground using Litter Prevention Grant Funds. The trash cans are covered to keep them from filling with water and have been placed in front of the pavilion.
- A new financial sub-tab has been added under the “Government Tab” on our website. Our adopted Budget and Financial Audits are available to the public here. I will post an updated budget analysis quarterly.
- We officially began accepting Credit Cards in the office using the “Square” on a tablet.

Attached:

- Town Hall Rentals Report for June 2017

Pending Actions:

Decisions Needed:

None.

Heads Up Items:

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

June 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
23	Activities Program	Yoga/Pitaiyo	340.00
1	Rappahannock Electric	Retirement Dinner	500.00
1	Vanessa Golden	Grad Party	500.00
1	Caroline Promise - Diva's	Dinner	N/C
1	Medra Brown	Family Reunion	500.00
1	Deanna Calhoun	Wedding Rec	575.00
1	Town Council	Meeting	N/C
1	Town Council	Special Meeting	N/C
1	Triad	Meeting	N/C
1	Ordinances, Licenses and Permits	Meeting	N/C
1	Veteran's Assistance	Meeting	N/C
2	Voter's Registrar	Election Setup & Election	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C
1	GWRC	Meeting	N/C