



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For March 2018**

Prepared By: Melissa Lewis

Date: 4/3/2018

Additional and/or Support Materials Attached: Yes No

Utility Billing:

- Prepared utility bills from handheld meter readings, reviewed for accuracy, sent file to printing company for mailing.
- Set up accounts for 12 new customers.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Issued work orders for replacement of meters for customers with chronic usage issues.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered 64 work orders into Mobile 311 for Public Works and Utilities.
- Worked with customers to understand the proposed new rate structure.

Payroll/Human Resources:

- Received and reviewed employee’s time cards for accuracy.
- Prepared 3 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Researched and provide information to Town Manager on VRS Hybrid Disability Insurance program.
- Attended training on VACORP Disability Insurance.
- Held meeting with employees affected by new Disability Insurance and conversion of Sick and Annual leave to Paid Time Off Leave.
- Met with Public Works and Utilities Superintendent and staff member regarding a personnel issue.
- Reviewed Personnel Manual for discrepancies and reported findings to Town Manager.

Treasurer/Financial:

- Processed Real Estate and Personal Property Tax abatements issued by Caroline County and issued refund checks as necessary.
- Worked extensively with CPA to provide documentation for monthly bank reconciliations for July 1, 2017 to December 31, 2017.
- Responded to USDA’s request for financial statements to proceed with grant for Public Works and Utilities trucks.
- Prepared and provided numerous FY17 general ledger, accounts payable, cash receipts, payroll, asset, and tax reports to CPA that is preparing Financial Statements for audit.
- Researched and answered questions for CPA in his preparation of the Financial report.

- Scheduled Annual Audit
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.
- Research and provided information to Town Manager for FY19 Budget Preparation.

Town Clerk:

- Responded to more than 800 public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Packets for monthly Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes for Town Council Meeting.
- Responded to VML questionnaire and provided additional information needed to obtain an accurate quote for insurance coverage.
- Updated the Town's website with current news items, meeting agendas and items, business license applications, Commission members.
- Prepared and distributed letters to newly appointed and re-appointed EDA members informing of their need to be sworn in by the Clerk of the Circuit Court.
- Prepared and delivered correspondence to the Clerk of the Circuit Court on EDA appointments.
- Filed an insurance claim with VML in regards to damage to a resident's vehicle due to a fallen street sign.
- Corresponded with VML about a previously denied claim in efforts to have the claim reopened.
- Organized kitchen store room to prepare it for use as our immediate storage area. Zoning records will be kept in the area for ease of access, allowing the stage storage area to remain for long term storage.

Meeting attended:

- March Town Council Meeting
- 4 weekly staff meetings
- VACORP Disability Insurance Training
- Met with Caroline Commissioner of Revenue and Staff to discuss Supplement billing of taxes

Attachments:

- Town Hall Rental Report

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.

TOWN HALL RENTALS

March, 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
19	Activities Program	Yoga/Pitaiyo	250.00
1	Jackson, Michelle	Baby Shower	175.00
1	Escobar, Tammy	Baby Shower	175.00
1	US DEPT Census	Testing	N/C
1	Town Council Meeting	Meeting	N/C
3	Budget & Personnel Committee	Meeting	N/C
1	Ordinances & Policies	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C

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Total

\$600.00