



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

Prepared By: Melissa Lewis

Date: 6/1/2018

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 21 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 work orders into Mobile 311 for Public Works and Utilities.
- Attended webinar hosted by MuniCode on utility bill printing.
- Provided MuniCode representative with requested information to obtain a quote.

Payroll/Human Resources:

- Received and reviewed employee’s time cards for accuracy.
- Prepared 2 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.

Treasurer/Financial:

- Imported Real Estate and Personal Property Tax books provided by Caroline County Commissioner of the revenue.
- Provided Auditor requested documentation so that he may complete his field work for our FY17 audit.
- Worked extensively with CPA to provide documentation for monthly bank reconciliations for July 1, 2017 to April 30, 2018.
- Responded to USDA’s request for financial statements to proceed with grant for Public Works and Utilities equipment.
- 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 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.
- Corresponded with VML in conjunction with the Events Coordinator about obtaining event insurance for the Wine Festival.
- 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.
- Updated and mailed out 2018 Golf Cart Registration forms.
- Scheduled 4 Public Hearing ads to run in the Free Lance Star.

Meeting attended:

- May 1st Joint EDA and Town Council Meeting
- May 3rd Town Council Meeting
- May 17th Special Town Council Meeting
- 4 weekly staff meetings

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.

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

May 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
21	Activities Program	Yoga/Pitaiyo	240.00
1	Caroline County School	Teacher Banquet	N/C
1	Kristie Compton	Wedding & Rec	675.00
1	Karen Covington	Reception	675.00
1	Donna Holmes	Reception	575.00
1	Danielle Bouy	Reception	675.00
1	Veterans Memorial	Awards	N/C
1	Town Council Meeting	Meeting	N/C
1	Facilities	Meeting	N/C

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Total

\$2840.00