



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

Prepared By: Melissa Lewis

Date: 12/1/17

Additional and/or Support Materials Attached: Yes No

Ongoing:

- Working with Caroline County Commissioner of the Revenue to find a solution for a glitch that was discovered in the transfer of tax records from the County to the Town. The Commissioner’s office is conducting an audit to capture all records that were missed.
- Real Estate and Personal Property Taxes are due Tuesday December 5th and we have received high volumes of in-person inquiries and payments.
- Attended online training with Taxing Authority Consulting Services (TACS) to begin the process of delinquent collections.
- Working with Pam Webb, Treasurer of Bath County, to organize a BAI Treasurers’ User Group quarterly meeting to be held at Town Hall in March. *BAI Treasurers’ User Group is an organization made up of localities to share info and insight in using the Treasurer’s module of BAI Municipal Software (Bright Accounting).*
- 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 Manager 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.
- 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:

- A supplemental tax billing will be sent out in February or March to those resident’s whose records were missed in the original 2017 Tax book sent by Caroline County.

Reminder: 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

November 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
19	Activities Program	Yoga/Pitaiyo	430.00
1	Bailey, Kelly	Wedding Reception	600.00
1	Key, Lamar	Wedding Reception	600.00
1	Fells-Rollins, JoWanda	Thanksgiving Dinner	575.00
1	Johnson, Sabrina	Baby Shower	150.00
1	Town Council Meeting	Meeting	N/C
1	Fredericksburg Area Realtors	Meeting	N/C
1	General Election	Meeting	N/C
1	Personnel Committee	Meeting	N/C

27

Total

\$2355.00