08/05/2022 For Tuesday, August 9th meeting:

**Credit Card/Debit Card Payments**

Accuracy on surcharging has been verified with Huntington. We had both debit cards and credit cards taken for payments.

I have submitted a suggestion to send out a thank you when returning deposit money to customers who have rented the shelter and to offer a discount for a future rental. The discount would need to have Board approval. This is only a suggestion.

**Records Retention**

The records room at Blessing is being organized. Thank you to all that is helping and all that has offered to help.

**Cash Management**

The Cash Management Policy that has been adopted by our Board last meeting was sent out to Dept. Heads & to our Elected Official Assistant who take collections & make deposits.

A log has been created according to policy and sent also. This policy helps us maintain compliance with the timeframe in which we make deposits.

Resolutions have been created for both the Cash Management & Internal Controls Policy that has been adopted.

**New Administrative Position**

It was discussed at the last meeting that Leo be paid out of General Fund for his new salary position. I verified with Local Government Services (LGS) as to what appropriation(s) would best be used for this new position. A certification documenting an approximate percentage is to be submitted each payroll to determine the split of salary between Administrative & Zoning in the General Fund.

**OTARMA Inventory Lists**

I received Roads & Parks inventory lists back from the Department Managers. I forwarded these to Mark who is handling the inventory.

**Budget Reports**

I have submitted current budget reports to each Dept. Head to inform and aide them to keep track & on target of their set budget amounts.

YTD: $199,080.88 in Resolutions have been created to spend APRA Local Fiscal Recovery funds. The Blessing roof Resolution in the amount of $62,000 was placed on HOLD per the advice of legal counsel. The $62,000 was not encumbered yet. We have encumbered close to our appropriation amount for this year. We have only $36,764.21 unencumbered and approximately $113,580 remaining in the fund balance (if the Blessing roof is fixed). If we are able to proceed with the Blessing roof this year, we will need to create a supplemental appropriation in the amount of $25,235.79 if no other money is encumbered in this Fund this year.

Management Reports & Roads Fund balances have been given to Trustees.