

AGENDA # G.1
Scio Township Board of Trustees
Payment of the Bills

FOR MEETING DATE OF: April 9, 2024

PREPARED ON: April 3, 2024

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Finance

ITEM TYPE: Possible Action

BACKGROUND: MCL 41.75 requires that the Township Board "shall approve claims against the township and authorize payment of allowed claims. Accounts approved by the township board shall be filed and preserved by the township clerk. The payments authorized shall be paid by the treasurer, on the order of the township board, signed by the township clerk." Attached are proposed Claims for Payment.

The Township Purchasing Policies and Procedures requires that the prior check run be presented, and the Claims for Payment and Check Runs would be included here with HIPAA protected items redacted.

The Township finance team consists of Interim Finance Director PM Gap, Finance Manager Maute, and Finance Assistant Laurie Carey. They have now crossed trained in Accounts Payable.

We are working toward having more than one qualified, trained person who can carry out essential services such as Accounts Payable, Payroll, and Utilities Billing.

These Proposed Claims for Payment were prepared jointly by Finance Assistant Laurie Carey with the assistance of Finance Manager Maute.

RECOMMENDATION: Finance Assistant, Finance Manager, and Clerk recommend approval.

MODEL MOTION: To approve the proposed claims for payment of April 10, 2024; and to receive prior check run reports for March 20, 2024 and March 27, 2024.

ATTACHMENTS:

[Proposed Claims for Payment 2024 04 10.pdf](#)

[Prior Check Run 2024 03 20 Redacted.pdf](#)

[Prior Check Run 2024 03 27 Redacted.pdf](#)

QUESTION: Shall this Motion by APPROVED?