

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

FOR MEETING DATE OF: November 25, 2025

PREPARED ON: November 19, 2025

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 the regular 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 currently consists of outgoing Interim Finance Director PM Gap, our new Finance Director Niki Timmons, and Finance Assistant Belisha King.

These Proposed Claims for Payment were prepared by Finance Director Timmons.

The Board is responsible for the approval of bills. We delegate some of this authority through the procurement policy and use of credit accounts, but this is at the Board's discretion.

RECOMMENDATION: Clerk recommends approval.

MODEL MOTION: To approve the proposed claims for payment of November 26, 2025, and to receive the prior check run report for November 13, 2025.

Note from Clerk: Proposed Claims for Payment will be uploaded just as soon as ready.

ATTACHMENTS:

[2025 11 13 Prior Check Run Report redacted.pdf](#)

QUESTION: Shall this Motion be APPROVED?