

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

FOR MEETING DATE OF: November 14, 2023

PREPARED ON: November 8, 2023; updated
November 13, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Finance

ITEM TYPE: Possible Action

BACKGROUND: MCL 41.74 requires that the Board of Trustees approves all claims at its regular meetings, and 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.

As the Board is aware, the Township finance team has just recently been augmented to include a full time Finance Assistant Laurie Carey. She will soon be cross trained in processing Accounts Payable and Payroll so that our Finance Manager Rebecca Maute is not the only qualified staff person who can carry out these critical services.

RECOMMENDATION: Finance Manager and Clerk recommend approval.

MODEL MOTION: To approve the proposed claims for payment of November 15, 2023, and to receive prior check run report for October 26, 2023.

ATTACHMENTS:

[Proposed Claims for Payment 15 Nov 2023 Corrected.pdf](#)

[Prior Check Run 26 Oct 2023 Redacted.pdf](#)

QUESTION: Shall this Motion be APPROVED?