

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

**FOR MEETING DATE OF:** January 9, 2024

**PREPARED ON:** January 4, 2024; update  
January 9, 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 been working hard to begin cross training so that the Township has 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, PM Gap, and Finance Manager Maute. Thanks everyone for working together to build the capacity of the Township Finance team, especially over the holiday period.

**RECOMMENDATION:** Finance Manager and Clerk recommend approval.

**MODEL MOTION:** To approve the proposed claims for payment of January 10, 2024, and to receive prior check run report for December 13, 2023.

**ATTACHMENTS:**

[Proposed Claims for Payment 2024 01 10.pdf](#)

[Prior Check Run 2013 12 27.pdf](#)

**QUESTION:** Shall this Motion be APPROVED?