

Dalton Select Board Meeting Minutes November 18, 2021

The Dalton Select Board meeting was called to order at 10:10 a.m. with Jo Beth Dudley and Carol Sheltry in attendance. Also present were Jessie Wentworth, Tax Collector/Town Clerk; Linda Greenwood, Treasurer; Ann LaFlamme, interim Administrative Assistant; and Nancy Dickowski, Northway Business Services.

The process for generating Deposit Day Sheets, providing them to the Treasurer, making deposits, and providing the data to Northway Business Services for entry into the Town's QuickBooks accounting system was discussed.

- Jessie prepares Tax Collector and Town Clerk Day Sheets
- Carol prepares the Select Board/Administrative Day Sheets (including Transfer Station revenue)
- Linda makes the deposits (reconciling cash and checks to the Day Sheets)
- Jessie produces monthly summaries of tax collector and of town clerk revenues. Recently (for a couple of years?) these have not been provided to the Select Board or Administrative Assistant for reconciliation.
- The Town Clerk/Tax Collector monthly summaries should be reconciled with QuickBooks.

The Select Board discussed the possible necessity for a TAN. They will act on that matter as soon as possible and notify Linda so she may proceed.

Immediate Next Steps (same day):

- Jessie provided her monthly summary statements to Nancy
- Jessie provided Nancy with the Tax Warrants
- Nancy and Jessie went through September revenue and reconciled QB with Jessies reports
- Jo Beth asked Jessie if she would write down her part of the process. She declined.

Next Steps:

- Nancy will enter the Tax Warrants as a receivable in QuickBooks
- Nancy will provide the Select Board (Jo Beth) with a Balance Sheet (in addition to the P&L)
- Jo Beth will provide Nancy with the MS 434 reports
- Nancy will provide Carol with Budget vs. Actual reports containing transaction detail, to be shared with the respective departments

- The Select Board will evaluate administrative staffing needs and may consider employment of a bookkeeper in addition to an administrative assistant.

Minutes respectfully submitted by: Jo Beth Dudley

Minutes approved on 11/29/2021

Jo Beth Dudley
Jo Beth Dudley

Carol Sheltry
Carol Sheltry

Tamela Swan
Tamela Swan