

**Town Clerk Monthly Report
December 2016**

- ✚ Prepared meeting packets for **December**.
- ✚ Prepared agenda for **December** meetings
- ✚ Attended Town Board meetings
- ✚ Prepared and completed abstracts for meeting
- ✚ Bookkeeper prepared checks from abstract.
- ✚ Call Supervisor to come sign Checks from the Abstracts.
- ✚ Typed draft minutes from meetings
- ✚ Take deposits to bank daily
- ✚ Issued dog licenses
- ✚ Issued handicapped permits.
- ✚ Issued hunting Licenses
- ✚ Sold garbage bags
- ✚ Notarized paperwork for a few residences
- ✚ Clerk Rogers prepared notice for meetings and posted them on the website and in the paper.
- ✚ Gather hours for payroll from justice clerk, assessor clerk, PB clerk, ZBA clerk
- ✚ Send Hours for the General and Highway to Payroll Company for the 15 and 30^h.
- ✚ Receive Payroll, have Supervisor sign checks and report.
- ✚ Contact Highway Superintendent payroll is in have him pickup payroll up and sign report.
- ✚ Keep Supervisor financial file for bookkeeper.
- ✚ Copied financial records for the Financial Committee.
- ✚ Received and answered a FOIL request.
- ✚ Prepared Letters for Supervisor.
- ✚ Received call concerning health insurance.
- ✚ Prepared Tax bills for mailing
- ✚ ETC.