

**Town Clerk Monthly Report  
December 2018**

- Prepared meeting packets for December.
- Prepared agenda for December meeting
- 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 as needed.
- 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 had them posted them on the website and in the paper.
- Gather hours for payroll from justice clerk, assessor clerk, PB clerk, ZBA clerk and ZC Clerk.
- Send Hours for the General and Highway to Payroll Company for the 15<sup>th</sup> and 30<sup>th</sup>.
- 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.
- Posted notices for Public Hearings
- Recertify MVP Health Forms to renew health insurance
- Updated NYS Office of the Comptroller Justice Files
- Posted Craryville Fire District annual election
- Certify 2019 Budget
- Prepared for the Year-End Meeting
- Prepared the property taxes for mailing
- Prepared for the first of the year
- Gathered Electric and fuel history for accountant
- Started to prepare for the audit of the books
- ETC.