

**Town Clerk Monthly Report
November 2023**

- Prepared meeting packets for October.
- Prepared agenda for October 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
- Issued dog licenses
- Issued handicapped permits.
- Issued hunting Licenses
- Issue Death Certificates
- Issue Marriage Licenses
- Search death and birth records for genealogy purposes
- Sold garbage tickets and recycle permits
- Send out renewal notices for dog licenses
- Notarized paperwork for a few residences
- Clerk Rogers prepared notice for meetings and had them posted them on the website and in the paper.
- Check Retirement online for any updates for loan collection for payroll
- Teamsters Union dues and insurance
- Approve payroll from time clock.
- Send Hours for the General and Highway to Payroll Company.
- 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
- Take deposits to bank as needed.
- Training for Retirement Gold certification
- Prepared Budget information
- Collecting direct deposit information for new payroll company
- Gathering information for the new Accountant
- ETC.