

, 2018

MONTHLY BOARD MEETING CHECKLIST

1. Preparation for meeting and doing documents.

- A. Develop Agenda Items throughout the month.
- B. Obtain EOM Payroll and Tax Receipts information (25th of month).
- C. Get all bills paid: Utilities to SCHS, payroll to City, etc. (On or before EOM).
- D. Get EOM interest amount from bank on line (Available last day of month).
- E. Do the general journal revenue entry for EOM and reverse for the 15th next using last receipts amount. (EOM)
- F. Do the deposit entry for tax revenue deposited by the city for the month.
- G. Do a monthly and YTD P&L and if EOQ also do a quarterly P&L (EOM after all entries above indicated are done).

Mo Tax Rev Ck \$	_____	Interest on	Utilities: Gas \$	_____
MMkt	\$	MMkt_Acct	Elec	_____
Total	\$	\$	Wtr	_____
			Total \$	_____

Payroll: Gross: \$ _____ SS \$ _____ Unemp \$ _____ Total \$ _____

MM EOM Balance \$ _____

2. Document Preparation (Begin NLT Wednesday before meeting)

- A. Agenda
- B. Minutes for last month
- C. Office Manager's Report
- D. Monthly Bills Report (QB)
- E. Balance Sheet (QB)
- F. P&L for month, YTL and Q if EOQ for use in building financials
- G. Financial Report
- H. Quarterly Report for EOQ, if applicable.
- I. Projects Report (Grants)
- J. Expanded Agenda for Minutes worksheet
- K. Other items pertinent to meeting or requested by Board.

3. Agenda Out

NLT Wednesday prior to meeting send out draft agenda for Board to approve by email.

4. Packet Out To Board:

Friday prior to the meeting scan packet in PDF, file, send to entire board.

5. Post Agenda:

A. Post at City Hall on Friday before Wednesday meeting.

B. Do PDF of Agenda, file in Info to Website and post on web site. Remove oldest posted Agenda.

6. Assemble packets into Board Member Notebooks.

7. Have a copy of Minutes of last meeting ready for President to sign when approved.

8. After meeting do a PDF of the approved minutes of last meeting and file in "Info for Website" and add to website. Delete oldest posted Minutes.