

## Clerk-Treasurer's Report

December 21, 2016

General Fund	98	\$ 218,597.30
Water	24	43,317.67
Wastewater	16	21,696.70
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Total	138	\$ 283,611.67

Water Adjustment: Rick Randol 380 High St. 102-440-19 Broken water line.

Water \$113.88 Tax \$7.97 Wastewater \$198.65 Total \$320.50

Water Adjustment: Paula Evans 245 W. Sparks St. 103-020-28 Broken outside faucet.

Water \$97.45 Tax \$6.82 Wastewater \$167.56 Total \$271.83

All employees and Council Members had in their mail box a copy of Internal Control Webinar. Employees and Council Members are asked to log on and view the webinar. A form for the INTERNAL CONTROL TRAINING CERTIFICATION FOR ELECTED OFFICIALS, APPOINTEES, and EMPLOYEES is attached for the individual to sign stating that they have completed the training. We still need a few employees and Council member's forms.

Just a reminder the Town does not pay sales tax. Tax exemption forms are available at the Clerk's office.

A.E. Boyce submitted a proposal for DISASTER RECOVERY. Copy Attached. We currently back-up in the office and off premises. Also ITI backs-up in the Cloud.

There are tax forms (W-9) needed when we buy from a new vendor. It is much easier to get these forms before we make the purchase. This month we had six new vendors and no W-9's. Just for your information and to be correct with our records.

Respectfully submitted,

*Carolyn Hamilton*

Carolyn Hamilton, Clerk-Treasurer