



GERRISH TOWNSHIP

Kathleen Patchin, Clerk

2997 E. Higgins Lake Drive

Roscommon, MI 48653

(989) 821-9313 (telephone)

(989) 821-8627 (fax)

Clerk Patchin Report February 2016

Attended and prepared for January 21, 2016 Budget Meeting

Attended and prepared for January 25, 2016 Budget Meeting

Attended and prepared for February 4, 206 Election Commission

Attended and prepared for February 4, 2016 Work Session

Minutes and action on minutes

FOIA Coordination and delivery

Attended the Roscommon Township Association Meeting on January 28, 2016

Attended the Public Accuracy Test on February 5, 2016

Updates on the QVF voter registration in preparation of the March 8, 2016 Presidential Primary Election

Accounts Payable

Payroll

General ledger accounting

Day to day operations