



## **GERRISH TOWNSHIP**

***Kathleen Patchin, Clerk***

2997 E. Higgins Lake Drive  
Roscommon, MI 48653  
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### **Clerk Patchin Report July 2016**

Attended and prepared for the following meetings:

~July 7<sup>th</sup> Election Commission for appointments for the Election Inspectors for the August 2, 2016 Primary

~July 7<sup>th</sup> Special Meeting-Work Session

~July 7<sup>th</sup> Special Meeting-Police, Fire/EMS 2017-2018 Budget meeting

Prepared Minutes and completed action on minutes

June 22<sup>nd</sup> attended the Michigan Swimmer's Itch Partnership Meeting

June 23<sup>rd</sup> completed the Public Accuracy Test for the August 2, 2016 Primary

Mailed out the Absentee voter Ballots on June 24<sup>th</sup> for the applications received to date

Continually preparing for the upcoming August 2<sup>nd</sup> Primary Election

Beginning preparation of the upcoming Election Inspector Certification

Accounts Payable, Payroll and General Ledger Accounting

Working on 2<sup>nd</sup> Quarter taxes for the Township

Filling FOIA requests

Beginning Preparation for the upcoming Financial Audit