

**MONDAY, DECEMBER 17, 2018**

**If you have any questions, concerns, or suggestions, please contact me prior to the meeting.**

**VIII. BUSINESS OPERATIONS REPORT**

**A. Payment of Obligations**

**1. Imprest Report**

**There were NO Imprest checks written for the month of November 2018.**

**2. Accounts Receivable/Revenue**

**The Accounts Receivable list for November 2018 are enclosed for your review.**

**The grand total is \$2,265,239.42.**

**Administration recommends approval.**

**3. Accounts Payable**

**There are 6 Accounts Payable lists: November 20, 2018 November 29, 2018, December 4, 2018, December 5, 2018 and December 17, 2018.**

**The grand total is \$1,190,204.73.**

**Administration recommends approval.**

**4. November 2018 Payroll**

**There were 2 payrolls for November 2018.**

**The Grand total is \$1,410,397.57.**

**Administration recommends approval.**

**5. Final Tax Levy FY2018**

**FY18 Final Tax Levy enclosed for you review.**

**Administration recommends approval.**

**6. FY18 Annual Audit**

**FY18 Annual Audit enclosed for your review.**

**Administration recommends approval.**

**7. John Kasperek Co. Letter of Engagement**

**John Kasperek Co. Letter of Engagement for the 2019 School year enclosed for your review.**

**Administration recommends approval.**

**B. FOR YOUR INFORMATION**

**1. Summary – Treasurer’s Report**

**The Township Treasurer’s Report for the month of November 2018 are enclosed for your review.**

**2. School Activity Reports**

**School Activity Reports are enclosed for your review.**

**3. Buildings and Grounds Report**

**The Buildings and Grounds Monthly Report is enclosed for the months of December 2018 for your review.**

**4. F.O.I.A. Request(s) & Response(s)**

**N/A**

**That concludes the Business Operations Report for the month of December 2018.**

