

Town of Manchester www.manchesterwi.com

Budget Prep Meeting Minutes

Wednesday, October 11, 2017 6:30 PM

1. Call to Order at 6:41 pm – Present: Scott Barton, Rebecca Franks, Kirk Bucholz, Dave Lambert & Kyle Deno
2. Confirm Notice was properly posted and adopt agenda - yes
3. Approval and Payment of Bills up until Oct. 11th to do the Budget - yes – Motion to pay for WTA training for Oct. 9 & 10 for Rebecca by Dave & 2nd Scott & all approved so motion carried
4. Go over Actual Budget for 2017 & Estimate Budget for 2018 – The board worked on budget numbers until done. Rebecca will finish up numbers & email them to the board for Oct. 17th meeting. The board will determine on Oct. 17th if they need another meeting before Public Hearing on Wed, Nov. 15th. Motion by Scott to have CLA fix the 2010 loan of \$87,500 for a piece of equipment that is still in the system so that our QuickBooks will be fixed & 2nd by Kirk & all approved so motion carried. Rebecca will be at CLA to learn how to do 941 & quarterly reporting on Friday Oct. 13th.
5. Next Board Meeting: Tuesday, October 17th & any new agenda items
6. Adjournment – at 10:14 pm Motion by Dave & 2nd Kirk & all approved so motion carried,

Respectfully Submitted,
Rebecca Franks,
Manchester Town Clerk

Posted 10-15-2017 & revised 10-23-17