

March 31, 2026 Regular Meeting

Charlotte Phillips

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Clerk/Treasurer Report

Hello good evening,

Been working on daily duties of entering payments as they come in. Sent out Statements, answered phones, entered bills, create invoices as needed, fixed and made corrections on the Work order form, enter sales tax when they come in. Missy showed me how to deposit checks. Typed meeting minutes and helped Missy set up the meeting. Found out who needed to be called for the VSW & CRW Project but never made any calls yet. Enter Payroll timesheets and made copies and printed to be filed. Print checks, check emails and saved and printed invoices from vendors. Attended Financial Management I attended 32-hour training while in Anchorage. I wrote a trip report and submitted it Missy. I still need to work on my Clerks Management trip report and submit reimbursement papers also. Both Complete of both courses with certificates.