

April 16, 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, enter sales tax when they come in. Worked on the Ordinance Budget Appropriation 26-01 and Resolution 26-02. Typed meeting minutes and helped Missy set up the meeting. Enter Payroll timesheets and made copies and printed to be filed and ran payroll. Print checks, check emails and saved and printed invoices from vendors.