

**SOUTHWEST HARBOR WATER & SEWER DISTRICT  
MONTHLY MEETING OF THE BOARD OF TRUSTEES**

**Approved Minutes**

Town Hall Meeting Room

Tuesday, July 11, 2017

**Item 1            Convene meeting**

Meeting was convened at 2:03 pm. In attendance were Board members Jim Geary, Jim Vekasi, and Don Lagrange and District Manager Steven Kenney. No Board members were absent. There were no visitors

**Item 2            Discuss accounting systems**

The single purpose of this special meeting was to discuss proposed changes in our bookkeeping and accounting systems. Discussion included:

- Use PUC numbers for Water Dept in Chart of Accounts to expedite preparation of annual PUC report.
- In discussions with Jim Geary, accountant Jim Wadman and another knowledgeable person both recommended that we separate water and sewer in two company files, each with their own checking accounts. This would allow balancing transactions to cash, using the QuickBooks standard reports, and should help avoid errors.
- To make tracking and entries easier, consider paying payroll and some other expenses from a single checking account and then transferring the appropriate portion to the other department.

**Jim Geary moved** to separate water and sewer in two company files, each with their own checking accounts. Seconded by Don Lagrange. Vote 3/0/0.

Action plan to accomplish work:

- Using information from MRWA, PUC report, and staff, create charts of accounts for Water Dept and Sewer Dept company files. (Jim Vekasi)
- Using information from TRIO, bank statements, Bangor Payroll statements, and other sources, enter transactions from first and second quarter of 2017. (Jim Geary)

**Item 3            Adjourn meeting**

**Don Lagrange moved** to adjourn the meeting at 3:45 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Approved August 10, 2017



Jim Vekasi  
Clerk