

CASS COUNTY FIRE DISTRICT NO. 1
1444 HOLLAND STREET
January 6, 2021 at 5:30 P.M.
AGENDA

1. Meeting Called to Order
2. Election of Officers
3. Secretary's Report
4. Fire Chief's Report - Runs, Building Maintenance, Equipment Maintenance
5. Treasurer's Report/Current Claim
6. 2021 Nepotism & Contracting Policy
7. 2021 Capital Asset Policy
8. 2021 Internal Control Policy
9. SOG Manual Update – January 25, 2021 All Must be Reviewed and Signed by 2/10/21
10. 1099/W2 Update – Completed by January 18, 2021
11. State of Indiana Gateway Year End Reports:
 - 2020 Receipt Report for All Funds/January 31, 2021
 - 2020 Disbursement Report for All Funds/January 31, 2021
 - 2020 Salary Ordinance Upload & Reporting/January 31, 2021
 - 2020 Vendor History Report/January 31, 2021
 - 2020 Annual Funds Ledger Report/January 31, 2021
 - 2020 Payroll History Report Without SS#/January 31, 2021
 - 100-R/January 31, 2021
 - Annual Financial Report/February 28, 2021
 - Other Post Employment and Compensation Report/March 1, 2021
 - Debt Management Report/March 1, 2021
12. IRS Reports – Monthly Withholding Report/Quarterly Report/Annual Report – Jan 10, 2021
13. State of Indiana Monthly Withholding Report/Annual Sales Tax Report – Jan 10, 2021
14. Unemployment Quarterly Report, Unemployment New Hire Report – Jan. 8, 2021
15. Unemployment Audit – February 8, 2021
16. SBOA Audit
17. New Hire Update – Final Applications Due Jan. 31, 2021 – Review Starts 02/10/2021
18. Old Business
19. New Business
20. Public Comments
21. Meeting Adjournment
22. Next meeting will be held on Wednesday, February 10, 2021 at 5:30 p.m.