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Town of Harrison
Comptroller's Office

TO: Ronald Belmont, Supervisor and Members of the Town Board

FROM: Maureen MacKenzie, Comptroller

RE: Town Board Meeting of October 18, 2021

DATE: October 13, 2021

Approval is requested by Comptroller Maureen MacKenzie to open two new bank accounts with JP Morgan Chase Bank for Harrison Meadows Country Club. One account will be an Operating Account, the other an Onsite Account.

The accounts will be in the name of the Town Of Harrison for Harrison Meadows Country Club. The accounts would be accessed and administered by Troon Indigo Accountants and AP Associate for the purpose of paying bills and payroll. These Accounts will be isolated for Harrison Meadows use only. All funds received by Troon Indigo from Harrison Meadows Country Club will be deposited into the Operating Account and will be reconciled with the daily activity of the club.

Prior to the weekly check run being sent out by Troon Indigo, the Town of Harrison Comptroller's Office will receive a report showing all checks/ACH being issued. Only after approval of the check run by Harrison will the checks be issued.

On a monthly basis, Troon Indigo will provide a full reconciliation of the bank accounts to the Harrison Comptroller along with a full accounting of all payments made and revenue received for Harrison Meadows Country Club.

The Harrison Comptroller will provide a copy of such reports to the Town Board of Harrison at a monthly meeting of the board, where they will accept and have the opportunity to review.

Kindly authorize Comptroller Maureen MacKenzie to open these accounts.

Respectfully submitted.