



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

COUNCIL MEMORANDUM NO. 94-25

From: Mayor Stein

Date: April 29, 1994

Subject: Appointment of Joan Matthews to Parks and Recreation Commission

A vacancy existed on the Parks and Recreation Commission due to the resignation of City resident member and chairman Ron Martin. Advertisements were placed in the March 16 and 18 Frontiersman asking for nominations. An invitation to apply to fill the vacancy was announced at the March 8 Parks and Recreation Commission meeting attended by some 30 members of the Mat-Su Softball Association. A letter was written to the softball association on April 11 inviting a nomination from the association. This appointee must be a City resident as the three non-resident seats are now filled.

Applications were received from Joan Matthews (resident), Sandra Dean (non-resident), Jeff Carney (resident), and expressions of interest from Mike Borgford (non-resident) and Pam McCall (non-resident).

I respectfully request your confirmation of my appointment of Joan Matthews to serve the remainder of Mr. Martin's term ending May 1996.

John C. Stein, Mayor

cc: Parks and Recreation Commission

APPROVED

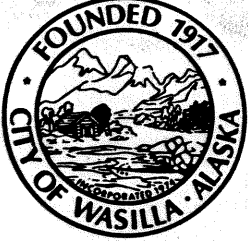
DATE: 5/9/94

BY: [Signature]

APPROVED

DATE: _____

BY: _____



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April 29, 1994

Mrs. Joan Matthews
P. O. Box 870061
Wasilla, Alaska 99687

Re: Parks and Recreation Commission

Dear Joan:

Thank you for your interest in the volunteer Parks and Recreation Commission. I am pleased to appoint you as a City resident member for the term expiring in May, 1996. This appointment is subject to the City Council's approval which will be requested at their May 9 meeting.

Enclosed is a copy of the municipal code section establishing the commission, a copy of the list of members and minutes from the past several meetings.

We very much appreciate your willingness to participate.

Sincerely,

John C. Stein, Mayor

cc: Parks and Recreation Commission
Council Agenda

Next meeting: Tues May 3 7PM City Hall



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99687
PHONE: (907) 373-9050
FAX: (907) 373-0788

JW

RECEIVED

APR 1 1994

City of Wasilla, Alaska

COMMISSION/COMMITTEE/BOARD APPLICATION FORM
NOTE: This application is Public Information

NAME: JOAN E MATTHEWS

MAILING ADDRESS: PO BOX 870061 WASILLA, AK 99687

PHYSICAL ADDRESS: 1040 GOLDBENDALE DR

HOME PHONE: 376 3724 WORK PHONE: 269 6405

POSITION APPLIED FOR: Parks and Recreation Commission

TERM: _____ to _____

PLEASE TELL US ABOUT YOURSELF

EMPLOYER: STATE OF ALASKA

POSITION: ELIGIBILITY TECHNICIAN IV SUPERVISOR

EXPERIENCE RELATING TO VOLUNTEER APPOINTMENT:

PRESIDENT DFW AUX 9365 3YRS (ACTIVE 10YRS)

BOARD OF DIRECTORS COMMUNITY SERVICE COUNCIL 2YRS.

SGT OF ARMS - AMUETS AUX POST 9 2YRS

WORKED WITH SOFTBALL 6 YRS EARLY 80'S

LITTLE LEAGUE CHAMBER OF COMMERCE IDITAROD DAYS 8YRS,
HANDLED FUN RAISERS FOR LOTS OF YOUTH ORGANIZATIONS,
For Senior Advisory - Are you over age 55? _____

Are you an Alaskan voter registered in Wasilla? YES

FAMILY:

SPOUSE? Name: MORRIS M MATTHEWS

Children? AMANDA (WASILLA) DAVID (BETHEL) KELLY (ANCH.)

CITY OF ...
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EDUCATION: HIGH SCHOOL

SOME COLLEGE

LOTS OF LIFE EXPERIENCE - 30 YRS MILITARY WIFE

COMMUNITY INVOLVEMENT IN POLITICAL ACTIVITIES.

Name any goals or interests that you would like to pursue as a City Volunteer: COMMUNITY OR REC CENTER

EXPANSION OF BUMPUS BALLFIELD AREA FOR USE BY MORE YOUNG PEOPLE.

THE OLD AIRPORT INTO A PARK FOR THE WHOLE COMMUNITY TO ENJOY.
CITY BACK + SUPPORT YOUTH ACTIVITIES.

Do you understand that this position is an unpaid voluntary appointment, to be confirmed by the City Council, and requires regular attendance at official meetings? YES

SIGNATURE: Jean E Matthews DATE: 3-30-94

Thank you for your application. We appreciate the interest you have shown in your community.

Date Received: 4-1-94

Mayor's Review Date: 4-27-94

Forwarded to Council: Mts of 5/9/94

Council approval date: _____

Notice of appointment date: _____

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the process of reconciling bank statements with the company's internal records. This involves comparing the dates and amounts of transactions to identify any discrepancies. If a difference is found, it is crucial to investigate the cause immediately to prevent further errors.

The third section covers the use of accounting software to streamline the bookkeeping process. It highlights how automation can reduce the risk of human error and save valuable time. However, it also notes that users must ensure the software is updated regularly and that data is backed up frequently.

Finally, the document concludes with advice on how to handle tax-related matters. It suggests consulting with a professional accountant to ensure that all tax obligations are met correctly and on time. Keeping organized records is essential for this process.

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The following table provides a summary of the key points discussed in the document. It is intended to serve as a quick reference for anyone reviewing the material.

Section	Key Point
Record Keeping	Use receipts and invoices for all transactions.
Bank Reconciliation	Compare bank statements with internal records regularly.
Accounting Software	Use updated software and back up data frequently.
Tax Matters	Consult a professional accountant for tax advice.

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