

MUNSON TOWNSHIP
AUDIT COMMITTEE

Tuesday, December 11, 2012

Chairman Todd Ray opened the meeting at 5:32pm with members Todd Ray, Andy Bushman, Irene McMullen, and Trevor Wilson present. The minutes were taken by Township Fiscal Officer Judy Toth. The Pledge of Allegiance was recited.

Mr. Bushman moved and Mrs. McMullen seconded to approve the March 20, 2012 minutes as written, with a unanimous vote. Motion carried.

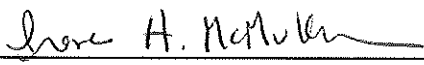
The Committee reviewed the recommendations of the State Auditor in the Auditor's Management Letters for the 2010 and 2011 audits. Both audits recommended that Munson Township establish a policy for the Storage, Use and Distribution of Personal Information. The Audit Committee suggested that the files containing personal information be locked and that the keys be placed in the control of a designated person or persons until a formal policy can be put in place. Mrs. McMullen will contact the prosecutor's office, and Mrs. Toth will find out if the county offices have a policy.

The Committee reviewed twelve randomly selected 2012 payment vouchers, and their corresponding purchase orders and encumbrance sheets. The Fiscal Officer was asked to pull the fifth voucher for every month before the meeting. Mrs. Toth noted that the Fiscal Officer has the authority to issue purchase orders without the Trustees' prior authorization after the Trustees have approved the appropriations. However, it has been the policy of the Trustees to approve purchase orders and blanket certificates on an encumbrance sheet before purchases are made. She was in favor of continuing the practice. Mr. Wilson agreed that this kept the Trustees more aware.

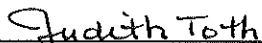
The Fiscal Officer reviewed the time line for budgets and appropriations and how funding amounts are determined. Munson Township appropriates all of its available funds. The County Auditor prefers that a township appropriate only what it expects to spend. At the August budget hearing the County Auditor also advised that the Budget Commission will reduce a township's levies if a township consistently has too large a carryover or cannot demonstrate a need for the funds.

The Committee discussed topics for future meetings. Three meetings will be scheduled each year as follows: 1) a random invoice review as was conducted this evening; 2) vendors selected from two departments, and all invoices for the selected vendors reviewed; 3) a review of the receipts.

Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 6:28pm, with a unanimous vote. Motion carried.



Chairman

Attest: 

Judith Toth, Fiscal Officer