

# MUNSON TOWNSHIP AUDIT COMMITTEE

Tuesday, February 8, 2005

Audit Committee Chairman Frank Gliha opened the meeting at 8:15pm with members Todd Ray and Bruce Ward present. Township Clerk Patricia Bayer was also present.

Mr. Ray moved and Mr. Gliha seconded to approve the March 30, 2004 minutes as written. Roll call vote: Mr. Ray, yes; Mr. Gliha, yes; Mr. Ward, abstain. Motion carried.

Mr. Ray moved and Mr. Ward seconded to approve the September 14, 2004 minutes as written, with a unanimous vote. Motion carried.

Mr. Gliha moved and Mr. Ward seconded to meet twice a year, with a unanimous vote. Motion carried.

The clerk briefly discussed approving the permanent appropriation by fund totals rather than by line items. This would allow her to move monies from one line item to another within a fund without a resolution from the township trustees.

The following year end reports were reviewed and discussed:

- 1) Cash reconciliation
- 2) Combined Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances
- 3) Combining Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances
- 4) Comp. of Budget and Actual Receipts
- 5) Comp. of Disbursements/Encumbrances
- 6) Primary Bank Reconciliation – 12 months
- 7) Revenue Status
- 8) Receipt Register
- 9) Payment Register by Vendor
- 10) Cash Journal 1/1 – 12/31/04
- 11) P.O. Status and B.C. Status
- 12) Revenue Ledger
- 13) Investment Journal
- 14) Appropriation Status
- 15) Appropriation Ledger

Mr. Gliha moved and Mr. Ray seconded to adjourn the meeting at 9:10pm, with a unanimous vote. Motion carried.

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Frank J. Gliha, Chairman

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Patricia A. Bayer