

MUNSON TOWNSHIP
AUDIT COMMITTEE

Tuesday, March 30, 2004

The organizational meeting of the Audit Committee opened at 6:00pm with members Frank Gliha, Todd Ray, and Mary Samide present. Township Clerk Patricia Bayer was also present. The committee agreed that the Munson Township trustee chairman shall be the chairman of the Audit Committee. Pat Bayer agreed to take the minutes for the committee.

The township policy of providing holiday and vacation benefits for part time employees was reviewed and will be addressed at the next township trustees meeting.

The committee reviewed the following year end reports for 2003:

- 2003 payroll reports
- 2003 Investment Journal
- 2003 Cash Journal
- 2003 Fund Ledger
- 2003 Revenue Ledger

The chairman will notify the members about the next meeting. The meeting adjourned at 6:52pm.

Todd R. Ray, Chairman

Patricia A. Bayer