

MUNSON TOWNSHIP
AUDIT COMMITTEE

Tuesday, April 7, 2009

Chairman Todd Ray opened the meeting at 6:30pm with members Andy Bushman and Irene McMullen present. The minutes were taken by Township Fiscal Officer Patricia Bayer. Resident Trevor Wilson was present, at the invitation of the committee.

Mr. Bushman moved and Mr. Ray seconded to approve the May 13, 2008 minutes as written, with a unanimous vote. Motion carried.

Based on preliminary discussion, a recommendation was made to act at the next trustees meeting to request that a duplicate bank statement be sent to the township each month addressed to the township trustees.

The Audit Committee reviewed selected warrants from 2008, all warrants paid to Kolsom Tires, two warrants under \$500, two warrants under \$5,000, and two warrants over \$5,000. The committee reviewed the supporting documentation for each of the warrants, including trustee minutes, encumbrances, purchase orders, blanket certificates, and invoices.

The next audit committee meeting was tentatively scheduled for July 29, 2009. If the state auditor's report from the township's 2006-2007 audit is complete, it will be reviewed at that time. The committee will also review the expenses paid to date for the town hall project.

The meeting was adjourned at 7:58pm.

Todd R. Ray, Chairman

Patricia A. Bayer