



SYLVAN TOWNSHIP

BOARD OF AUDIT MEETING MINUTES

MARCH 07, 2019

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 6:50 PM and the Pledge of Allegiance was said. Roll Call: Those present; Supervisors Greg Bennett, John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger and Clerk/Treasurer, Faith Broberg. Sign in sheet attached.

Agenda: Supervisor Wulff **moved to approve the agenda**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Audit Reports – Town Financial Reporting Form – Accrual Accounting Year ending 12/31/2018 -- Chair Booth pointed out that there is a “material weakness” due to the fact that the Township has combined the jobs of the Clerk/Treasurer. There isn’t a segregation of duties which is something that other Townships have to deal with also.

Supervisor Adelman-Dullinger pointed out on page 2 of the Significant Audit Findings under Corrected Misstatements – would be the error of the Auditing Firm. This is something that we will need to watch for next year.

Chair Booth was interviewed and it was suggested that the Township should have a Debit Card Policy. Chair Booth is working on that.

Schmit **moved to approve the audit for year ending 2018**, seconded by Supervisor Adelman-Dullinger and the motion carried. There are five copies for the Annual meeting.

Adjournment – Supervisor Wulff **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 7:00 PM.

Minutes submitted,

Faith C. Broberg, Clerk/Treasurer

Chair, Greg Booth

Supervisor _____ moved to approve the minutes as amended, as presented, seconded by Supervisor _____ and the motion carried.

Amendments:

Date: