

## Board of Audit Meeting Minutes Tuesday March 1<sup>st</sup>, 2022

*Note: This meeting was recorded and will be kept in electronic records with the minutes.*

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the Board of Supervisors Meeting to order at 10:00 am and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Keith Card, Bob Johnson, Greg Bennett, Arlene Schmit, and Clerk Jenna Ruggles. No residents were present, and no sign-in sheet attached due to COVID-19.

**Agenda:** Supervisor card **moved to approve the agenda as presented**, seconded by Supervisor Johnson and the motion carried.

**Draft Audit results** from CliftonLarsonAllen (CLA) were reviewed and discussed. Discussion included that some of the same items of concern were reported again this year, such as the duties were not divided out equally among the supervisors. Chair Booth indicated that there are controls in place for some of the concerns, such as that each supervisor does need to review each claim at the meetings. Supervisor Bennett **moved to accept the draft audit packet from CliftonLarsonAllen**, seconded by Supervisor Schmit and the motion carried. Chair Booth also discussed that CLA sent an email asking for the Board to approve extra funds for the 2021 audit process outside the engagement letter amount, as there was extra work they completed for the Township. CLA indicated that because of staff changeovers, grants, and lease changes there was more time put into the audit than expected. CLA indicated that there was an increase of \$2,500 of time worked and they would like to invoice the Township an additional \$1,750 (after a 30% discount) for the extra work performed. This would be a 17.5% increase of the engagement letter. Chair Booth indicated that he has not seen the Township have to pay extra for these reasons in the past with CLA and the Board discussed how they would like to see some amounts put to the dollar value. Supervisor Bennett **moved to have Clerk Ruggles send a response to CliftonLarsonAllen requesting them to provide a cost breakdown for the extra work that was performed during the audit process**, seconded by Supervisor Johnson and the motion carried.

**Public Input:** There was none at this time.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 10:30 am.

Minutes submitted by,

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Jenna Ruggles, Clerk

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Greg Booth, Chair

These minutes were approved as presented on March 03, 2022 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Johnson, Schmit and Booth.

Amendments: None

Date: 3.3.2022