

MINUTES
ANNUAL ORONOCO TOWNSHIP
BOARD OF AUDIT
FEBRUARY 4, 2019 6:30pm

The Oronoco Township Board of Audit was held on February 4, 2019 before the regular monthly meeting.

The Pledge of Allegiance was recited, after which Chair Neil Stolp called the Board of Audit to Order.

Supervisors Neil Stolp, Charlie Lacy and Ken Mergen were present as well as Treasurer Kim Stanton and Clerk Lucy Shonyo.

Kim Stanton presented the 2018 documents present: schedule 1's, bank statements, receipts with documentation, monthly dashboards; and claims and accompanying documentation and CTAS reporting. Kim Stanton explained the process he and Clerk Lucy Shonyo complete monthly. Lucy Shonyo enters the claims into CTAS based on vendor invoices, (or in the case of employees, their claim forms), and prints checks and reports from CTAS. These go to the monthly meeting for Supervisor approval. Lucy Shonyo enters receipts received from Kim Stanton, and after payroll, claims and receipts are entered prints a disbursement register and schedule 1 for Kim Stanton. After the meeting Kim Stanton enters the disbursements and prints a Schedule 1. The Clerk's schedule 1 and the Treasurer's schedule 1 must match.

Lucy Shonyo presented 2018 claims with accompanying documentation and CTAS reporting. She explained her process of paying claims based on invoices received, printing checks and running disbursement reporting from CTAS. Supervisors approve monthly claims and payroll payment after examining the Claims List for Approval. Original invoices are at monthly meetings for Supervisors' inspection.

The Board randomly chose to examine August 2018 records: each claim with its original invoice from the vendor with CTAS documentation and the check stub indicating the amount paid matched the invoice. These claims were checked against bank statements. All were found to be correct.

Ken Mergen made a motion to accept the documentation and findings presented. Charley Lacy seconded, motion carried 3-0.

Ken Mergen made a motion to adjourn the Board of Audit. Charley Lacy seconded, motion carried 3-0.

Respectfully Submitted,

Lucy Shonyo, Clerk

Neil Stolp, Chair