

Town of Albion
Special Meeting: Audit Town Clerk's 2018 Books
April 9, 2019

Present: Supervisor Aaron Walter
Councilman Randy Mattison
Councilman Lonny Mattison
Councilman Richard Corlis Sr.
Councilman Richard Mullin
Recording Secretary: Amy J. Ford, Town Clerk

Supervisor Walter called the meeting to order at 6pm.

Mrs. Ford answered questions pertaining as to how she handles money from the different licenses and the building permits from Mr. Mowers. She explained that if the cash is over \$250.00 she has three days to deposit it; checks are stamped and put in the drawer and are also deposited with the cash. During the summer months she sometimes makes more than one trip for deposits. At the end of the month she writes checks to the Supervisor and State agencies that total her report and deposits; her checkbook goes back to zero.

Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to adjourn the meeting. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye

Supervisor Walter called the meeting to a close at 6:05pm

Respectfully submitted,
Amy J. Ford, RMO
Town Clerk