

Town of Albion
Special Meeting: Audit Supervisor's books & files
May 14, 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. He then explained how he does the following:

A) Payroll: Hwy workers & Town Clerk are paid bi-weekly; all other salaried personnel are paid monthly.
B) Fund balance sheet: He gives a quarterly spreadsheet that shows each account and the amount left/spent. He checks each account monthly to see if a resolution needs to be made to put the account back in the black.

C) Revenue accounts: The budget items have their own appropriation account.

D) Account: He has seven bank accounts as follows – General Money Market, General Checking Account, Hwy Money Market, Hwy Checking Account, Trust & Agency, Cemetery & CBDG account.

E) Check register: He has one book for all accounts. There is one book for each year he has been Supervisor. His bookkeeper enters the info into the computer and prints the checks which he then signs.

Adjournment: 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 6:26pm.

Respectfully submitted,
Amy J. Ford, RMO
Town Clerk