

**MEETING MINUTES OF THE ACCOUNTING AND
AUDITING COMMITTEE HELD ON
SATURDAY, MAY 18, 2019, 11:00 AM**

- I. Call to order
Meeting called to order at 11:09 a.m.
- II. Pledge of Allegiance
Completed in Budget workshop
- III. Roll Call for Quorum
Linda Youngs, Felix George and Alyssia Benford in attendance
- IV. Approval of Agenda
Motion by Felix George and second by Linda Youngs to approve the agenda
- V. Public Comment
No public comments
- VI. Fiscal Year 2018 Schedule of Material Weaknesses Update
Committee reviewed the handout provided by Felix George. Felix George reviewed the handout with the committee. Alyssia Benford asked if we have compiled list of polices and procedures that will be needed. Linda Youngs is looking for oversight as to what policies the township needs. Three resolutions will be passed at the May 21, 2019 meeting. Recommended a resolution for compensation

Recommended that the Supervisor add a section to the agenda updating the board on what has been accomplished since the last meeting.

There was a discussion regarding general assistance. Naperville Township, Thornton Township, and a few other townships were recommended as a place for our staff to visit. Alyssia Benford will assist Felix George with written General Assistance Procedures and answers to questions from staff.

Linda Youngs was directed to contact Klein Hall to request a recommendation for the minimum fund balance.
Alyssia Benford recommended Linda Youngs look into Efile cabinet as an cloud based program to store township documents.
- VII. Fiscal Year 2019 Audit Update
Auditors will be at the township for fieldwork testing on May 29, 2019. Linda Youngs was asked to copy all members of the committee on correspondence from the auditors.