

**MEETING MINUTES OF THE ACCOUNTING AND
AUDITING COMMITTEE**

at

DuPage Township Boardroom

241 Canterbury Lane

MONDAY, October 21, 2019 4:30 P.M.

Meeting Minutes

I. Call to order

Meeting was called to order by Alyssia Benford at 4:32 p.m.

II. Pledge of Allegiance

Pledge was completed by all in attendance

III. Roll Call for Quorum

Felix George, Amy Albright, Linda Youngs and Alyssia Benford all present.

IV. Approval of Agenda

Motion by Felix George, second by Amy Albright, Motion passed.

V. Public Comment

No comments

VI. Approval of minutes from October 21, 2019 meeting

Motion by Felix George, second by Amy Albright, motion passed.

VII. Review of letter from legal counsel regarding general assistance and emergency assistance

Alyssia Benford reported that legal counsel is outlining some of the general assistance matters. The letter has been given to the board and the social services committee. Linda asked if a person can receive general assistance and emergency assistance at a period longer than 12 months. Alyssia Benford to get clarification from legal counsel.

VIII. Fund Balance Policy Implementation

Alyssia Benford shared with the committee the calculations for the implementation of the fund balance policy based on the current 2019-2020 budget and year end 3/31/19. Linda asked for clarity of general assistance and the term "restricted".

IX. Fiscal Year 2019 Schedule of Material Weaknesses Action Plan

Amy Albright updated the committee that no one has turned in a signed copy of the cash handling and credit card policies from the employees stating they reviewed and signed the policy. Supervisor George asked Amy to follow up with all of the employees that should have signed those policies.

Linda Youngs discussed with the committee to consider to transfer cash handling responsibilities for seniors to the senior citizen staff. There are four staff that can assist with Kelli Lizardo as the person in charge.

Linda Youngs asked some questions regarding a resolution adopted that we only individually record assets over \$1,000. Alyssia Benford stated that anything over \$1,000 is depreciated. If items are purchased under \$1,000, we should still maintain an itemized listing of those assets.

Linda Youngs said the goal is to find the paperwork for \$150,000 levy center renovations.

X. RFP Discussion and Update

Alyssia Benford asked about the committee developing a master list of RFPs.

Linda Youngs is going to reach out to Klein Hall to negotiate a lower monthly rate. Regarding the budget, they are only answering questions we have regarding the budget.

Toirma only needs our loss runs to give us a price quote.

Linda Youngs discussed trading in two old buses and GMC for one vehicle.

XI. Community Partnership Application Procedures Discussion

Community Partnership application is available online. Alyssia Benford asked that Allegra update the online application to instruct the applicant to send the completed application to the township supervisor.

Alyssia Benford requested one master list is maintained of all the Community Partnership Applications for each fiscal year. Township supervisor will maintain master list.

XII. Committee Responsibility Discussion

Alyssia Benford provided the committee with a listing of committee responsibility listing based off information in the town code. Supervisor George said no more than 9 on any committee. Alyssia Benford to fill-in the public aid code.

Supervisor said residents or individuals that have businesses in the township can serve on the committee. Individuals can only serve on one committee.

Alyssia Benford will make the changes discussed and present it to the committee.

XIII. Budget Calendar Discussion

Supervisor George will provide dates for January, February and March 2020 for the budget workshops for the 2020 – 2021 budget.

XIV. Budget Revision Process Discussion

Committee discussed moving the December 2019 meeting to Thursday, December 19, 2019 to cover the 30-day required posting period.

XV. Discussion of Listing of Written Policies Needed

Alyssia Benford Discussed Written policies needed.

Policy on meeting dates of committees- Regular meeting date of the fourth Monday at 4:30 pm right before the Youth Meeting which is at 6:30 pm for Accounting and Auditing committee. First Monday is Social Services Committee. First Tuesday is Senior Citizen committee.

Linda Youngs mentioned the holiday schedule that the township employees do not have Christmas Eve and New Year's Eve. This is the holiday policy.

XVI. Public Comment

None

XVII. Adjournment at 6:35 p.m. Motion by Linda Youngs, second by Amy Albright. Meeting adjourned.

Pursuant to the Illinois Township Code, 60 ILCS 1/80-10(b), appropriate notice is hereby given to the Township Clerk for a committee meeting with the above listed Agenda.