

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

at

DuPage Township Boardroom

241 Canterbury Lane

Monday, November 25, 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 Linda Youngs, 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. Fiscal Year 2019 Schedule of Material Weaknesses Action Plan

Linda Youngs discussed an email received from Ross Secler regarding cash handling policies and number of days to deposit cash.

Amy Albright confirmed that cash handling policy has been signed by everyone.

Paperwork for \$150,000 renovation of Levy Center was located and emailed to the board.

VIII. RFP Discussion and Update

Alyssia Benford discussed the requirements to bid. Legal counsel stated RFP is not needed for insurance services because we use a broker. Legal counsel stated specialized services are not required to be bid out. Amy Albright stated if award is given to lowest bidder, then will we receive good services. Linda Youngs discussed RFP for audit services and expressed concern that we only received one bid. Amy stated if it fits in one of the category that does not require bid. Linda Youngs explained that phone service bid cancelled Call One Service at \$34 and replace with ATT at \$34. Alyssia Benford indicated that we were paying over \$2,000 a month for services to Call One. ATT is approximately \$500/month. Amy Albright stated in their research they learned that we were paying \$1,600 a month for Bolingbrook Police and Fire to have a direct connect. Police and Fire Department monitor us wirelessly. Linda Youngs stated no one could give her a straight answer. Someone told Linda we should have never had the monitoring service and stated that it went back all the way to AT&T. AT&T was the provider prior to Call One.

Amy Albright stated she didn't think printing was over \$20,000 but she then stated she was talking about the copy machine. Linda Youngs mentioned that printing costs were not over \$20,000 and newsletter printing changed from every other month to quarterly.

IX. Budget Calendar Discussion

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

X. Discussion of Listing of Written Policies Needed

Alyssia Benford Discussed Written policies needed.

Felix George would maintain the list of Community partnership applications received. He stated we now have a policy in place that we didn't have in place at the beginning of the fiscal year to have signed agreements. Three entities were awarded funds before we formalized signed agreement process.

Linda Youngs discussed providing an update on all senior organizations, due charged and policies and procedures.

Alyssia Benford reviewed the bank reconciliations with the committee to determine if there are stale dated checks and how those should be handled. There are some 2017 checks listed as well as checks issued before the end of the last fiscal year end of 3/31/19.

XI. Public Comment

None

XII. Adjournment at 5:40 p.m. Motion by Linda Youngs, second by Felix George. 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.