

**MEETING OF THE ACCOUNTING AND AUDITING
COMMITTEE**

at

Zoom Meeting

241 Canterbury Lane

Monday, July 27, 2020 4:00 P.M.

AGENDA

I. Call to order

The meeting to was called to order at 4:05 pm

II. Pledge of Allegiance

III. Roll Call for Quorum

Present - Amy Albright, Felix George, Alyssia Benford

Absent – Linda Young

IV. Approval of Agenda

Motion by Felix George second by Amy Albright - Motion passed

V. Public Comment

No public comment

VI. Approval of minutes from June 22, 2020 meeting

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

VII. Fiscal Year 2019 Schedule of Material Weaknesses Action Plan

Alyssia Benford reported eight of the eleven audit issues were cleared during the 2020 audit. The majority of the audit issues were repeat audit issues from prior years. She

thanked the staff for their hard work. She also recognized the level of improvement that has taken place since Supervisor George's appointment in February 2019.

VIII. Fiscal Year 2020 Financial Audit Update

The 2020 audit was completed and the board approved the audit report at the July 21, 2020 board meeting. Alyssia Benford stated she will reach out the auditors to get more detail regarding the three audit recommendations to ensure the township addresses the matters correctly for next year's audit.

IX. Community Partnerships Report Status

Felix George reported that the attorney is doing some research regarding the Diaper Depot grant application. They application contained the 501c3 for the church. The preliminary understanding is that the township may not be able to give directly to a church.

Felix George reported that the three Senior organizations listed on the report is in the process of submitting bylaws. Upon receipt of the bylaws, community partnership agreements will be drafted.

X. RFP Discussion and Update

Alyssia Benford inquired about the RFP for printing services as well as a time for an RFP for the 2021 audit. She recommended we submit an RFP for the audit later on this year so the board will know the correct amount to budget for during the 2021-2020 budget preparation. Felix George will review the request and have recommendations for the next committee meeting. The RFP for Vehicle Purchase for the Food Pantry was removed from the list.

XI. Listing of Written Policies Needed Update

Alyssia Benford will update this list based on the 2019 and 2020 resolutions. She will also review the attorney's recommendation regarding how to handle accounting policies given the township has an outside agency providing accounting services.

XII. Public Comment

No comments

XIII. Committee Member Comments

Amy Albright – No Comments

Felix George – Thanked the committee for their work with clearing audit issues

Alyssia Benford – Thanked the committee as well for their work with overseeing the clearance of audit issues.

XIV. Adjournment

Motion by Amy Albright, Second by Felix George. Meeting adjourned at 4:27 pm.

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.