

**MEETING OF THE ACCOUNTING AND AUDITING  
COMMITTEE**

**at**

**Zoom Meeting**

**241 Canterbury Lane**

**Monday, November 30, 2020 4:00 P.M.**

AGENDA

I. Call to order

The meeting to was called to order at 4:02 pm

II. Pledge of Allegiance

III. Roll Call for Quorum

Present - Amy Albright, Felix George, Alyssia Benford

Absent – Linda Young

IV. Approval of Agenda

Felix George second by Amy Albright - Motion passed

V. Public Comment

No public comment

VI. Approval of minutes from September 28, 2020 meeting

Motion by Amy Albright, Second by Alyssia Benford. Motion passed

VII. Fiscal Year 2020 Schedule of Material Weaknesses Action Plan

Alyssia Benford reported that she met with the general assistance staff in October to work on documenting the general assistance procedures. Will update committee at next meeting as to the progress. Two remaining Audit issues are regarding Wipfli Accounting

firm and schedules needed for annual audit report. Supervisor George will confirm with Wipfli that audit issues will be cleared.

- VIII. Community Partnerships Report Status  
Reviewed and updated for committee
- IX. RFP Discussion and Update  
Reviewed and updated for committee
- X. Listing of Written Policies Needed Update  
Alyssia Benford requested Felix George send an updated report if any changes have been made.
- XI. Public Comment  
No comments
- XII. Committee Member Comments  
Amy Albright – recommended December 28, 2020 meeting is cancelled. Committee agreed to cancel December meeting.  
Felix George – No Comment  
Alyssia Benford – No Comment

Next Committee Meeting – January 25, 2020 – 4:00 pm – Via Zoom

- XIII. Adjournment

Motion by Felix George, Second by Amy Albright. Meeting adjourned at 4:28 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.