

Helga Township
Board of Supervisors
Board of Audit Minutes
February 19, 2013

PRESENT: Don Clay-Chairman, Supervisor's; Dale Berglund, Jeff Schussman, Mark Lawyer
Treasurer-Jeanie Porter, Clerk-Sue Adkins

Meeting was called to order at 6:00pm . The pledge of allegiance was recited.

OTHER BUSINESS WAS DISCUSSED FIRST:

Don Clay brought up that there is a need to appoint more members to the Planning Commission.

Don clay made a **motion** of terminate Robert Saxton from the Planning Commission, **Second** by Jeff Schussman, **motion carried**.

There were members in the audience that showed interest in being on the planning board and discussion continued as to what the position entailed and if they were appointed or elected. There was also discussion about the Land Use Administrator and if it was the attention to appoint another LUA.

Don Clay made a **motion** to appoint Silas Hooker, Eric Schulke, and Verlyn Skersick to the Planning Commission Board, **Second** by Mark Lawyer, motion carried.

Current members of the Planning Commission Board Steve Pemble and Brian Hughes and the new members then were sworn in and took the oath of office.

Board of Audit

The board then reviewed the books of the clerk and the treasurer. They were presented with the reports of both clerk and treasurer and the 2012 claims and receipts were also made available to the board for review.

The clerk stated that the clerk and treasurer records should be balanced every month and each to the bank. It did not appear that this was being done monthly in 2012 at least for the clerk's records. The clerk's records for the money market and savings account beginning balance from 2012 did not match that bank at that time. There is a difference of \$7.64 in the money Market and \$1.07 in the savings account that appears to be from a previous year. The clerk and treasurer also have some differences in the expenditure account in the way which the moneys were entered. All of the other dollar amounts match and the funds balance match with the exception to the \$7.64 and the \$1. 07.

Questions and discussion pursued.

Don also presented the clerk and treasurer with a container of cash that was found by Wayne Hoff with some cash and some checks from 2008. It was stated that we should bring it up at the annual meeting.

Helga Township
Board of Supervisors
Board of Audit Minutes
February 19, 2013

Don Clay made a **motion** to do the adjustment of \$7.64 and \$1.07 to have a new balance for 2013, **Second** by Mark Lawyer, **motion carried**.

Jeanie Porter brought up some issues that the clerk and treasurer have had with our current bank, TruStar.

Also accounts at Ace should be checked out to see whose name it is in and an account should be opened at L& M the, clerk will check into both.

Don clay made a **motion** to approve the books, **Second** by Jeff Schussman, **motion carried**.

ADJOURNMENT

Motion to adjourn made by Don Clay, Seconded by Jeff Schussman, motion carried.

Meeting adjourned at 7:35 pm

Respectfully Submitted

Susan Adkins, Township Clerk

Don Clay, Chairman