Special Meeting of the Windemere Township Board - November 27, 2018

The meeting was called to order at 6:03 PM by Chairman, Pete Steen. Others present were Supervisor John Wesely, Treasurer Ron Mossberg, Clerk Scott Danelski, and Road Maintenance Supervisor Mike Buetow. Absent Supervisor, Dale Kirkeby.

The board discussed the recommendations of the external audit and came up with a plan to prioritize the audit firm’s recommendations and then outlined a timeline for completion of those recommendations.

Recommendations already completed are as follows :

1. Disbursement Custody (The township clerk now receives all correspondence)
2. Payroll Review (Quickbooks payroll report & review now included in the claims process)
3. Secure Mailbox in Place

Recommendations that are in-progress are as follows :

1. Adoption of Formal Budgets (5-Year Cash Flow / Moving Towards a Line Item Budgeting)
2. Elimination of Certain Township Fund Accounts (211 – Gas Tax / 220 – Fire / 230 – Zoning / 242 – Environment)

Recommendations yet to begin are prioritized as follows :

1. Fund Balance Policy (December)
2. Purchasing Limits Policy (December)
3. Monthly Financial Reporting (December - Add Budget Comparison & Bank Reconciliation)
4. Receipt Verification (January – Ryan’s Zoning Permit Fees)
5. Inventory Controls (January – Scott & Mike Recording Gravel Per Road & Fuel Per Vehicle)
6. Preparation of Annual Financial Statements (February)
7. Segregation of Duties Policy / Internal Control Procedures (February)
8. Conflict of Interest Policy (March)
9. Capital Assets Policy (March)
10. Personnel Policy (April)

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The Board discussed and wrote the first draft of a Funds Balance Policy for Windemere Township. The Board to complete some further review and adopt the policy at a later date.

The Board discussed and wrote the first draft of a Purchasing Limits Policy for Windemere Township. The Board to complete some further review and adopt the policy at a later date.

Motion made by Wesely, seconded by Steen to adjourn the special meeting at 8:09 PM.

Motion passed, 2 Aye – 0 Nay.

RESPECTFULLY SUBMITTED : APPROVED :

Scott Danelski, Clerk Pete Steen, Chairman

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