

Town of Albion
Workshop: Audit Supervisor's Books
May 9, 2017

Present: Supervisor Walter
Councilman Randy Mattison
Councilman Lonny Mattison
Councilman Richard Corlis Sr.
Councilman Richard Mullin (arrived late)
Recording Secretary: Amy J. Ford, Town Clerk

Supervisor Walter called the workshop to order at 6pm. He then began explaining to the board the steps he and his bookkeeper take to pay the monthly bills and the process used for payrolls. All paystubs from each check are stapled to the front of the payroll report (bi-weekly, general & monthly). Also, a paystub is attached to the front of each bill and is filed with the Town Clerk.

There are eight people working for the town that are in the State Retirement System, he explained how he does the town's part of the retirement contributions.

Supervisor Walter stated that the general & Hwy bills are separated but the deposits are made together; this he documents on the front of the reports.

He oversees seven bank accounts and keeps a ledger of all checks written per month. The accounts are: General Money Market, General Money Market Checking; Hwy Money Market, Hwy Money Market Checking; Trust & Agency; Cemetery; and CBDG.

The board then looked over the reports and books presented and Supervisor Walter answered questioned asked.

Motion made by Councilman Lonny Mattison seconded by Councilman Randy Mattison to close the workshop. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye

Supervisor Walter called the workshop to a close at 6:23pm.

Respectfully submitted,
Amy J. Ford, RMO
Town Clerk