

Town of Albion  
Workshop: Audit Supervisor's Books & Files  
May 8, 2018

Present: Supervisor Aaron Walter  
Councilman Randy Mattison  
Councilman Lonny Mattison  
Councilman Richard Corlis Sr.  
Recording Secretary: Amy J. Ford, Town Clerk  
Absent: Councilman Richard Mullin

Supervisor Walter called the workshop to order at 6pm. He then explained to the board how he keeps records of the seven town accounts which are as follows: 1) General Money Market 2) General Checking Account 3) Hwy Money Market 4) Hwy Checking Account 5) Trust & Agency 6) Cemetery and 7) CDBG, which is a temporary account with the amount staying at \$12,456.00

Supervisor Walter also showed the reports for those who receive bi-weekly paychecks (Supt. of Hwy, Hwy workers, Town Clerk). During the winter months the payment to the Hwy workers are usually higher due to over-time. The other town officials who are elected, non-elected & appointed that are paid once a month have their own report. The Historian however, receives her pay at the end of the year and it's usually on Decembers abstract.

Supervisor Walter then stated that his books unlike the Town Clerks do not go back to zero.

**Motion made by Councilman L. Mattison seconded by Councilman Corlis to adjourn the meeting.  
Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye**

Supervisor Walter called the meeting to a close at 6:15pm

Respectfully submitted,

Amy J. Ford, RMO  
Town Clerk