

GREENWOOD TOWNSHIP ANNUAL BOARD OF AUDIT MEETING MINUTES

FEBRUARY 14<sup>TH</sup>, 2023 8:32 PM

Chair Drobac calls the meeting to order.

ROLL CALL: Chair Drobac, Vice-Chair Lofquist, Sup. Skubic, Sup. Stoehr, Interim Treasurer Maus, Interim Clerk Bassing Sup. Ralston absent.

Interim Clerk Bassing presented her records of yearly receipts and yearly disbursements to the Supervisors. Interim Treasurer Maus presented his records of yearly receipts and yearly disbursements to the Supervisors. Both the Interim Clerk's records and the Interim Treasurer's records were congruous and coincided to the penny.

Then, each Supervisor selected a claim number issued during the year, in 2022, and the Clerk and Treasurer presented that claim number paper trail in their disbursement's ledger and Bank statement. All claims were verified and accounted for. The claim numbers used were 21357, 21360, 21451, 21500.

MOTION: Drobac/Skubic to approve the Audit results and Report as presented. VOTE 4/0 PASS.

MOTION: Lofquist/Stoehr to adjourn VOTE 4/0 PASS 8:46 PM



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DR. JOANN BASSING, INTERIM CLERK

CLERK'S REPORT:

FIRE DEPARTMENT REPORT:

MOTION: to adjourn

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SUE DROBAC, CHAIR

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DR. JOANN BASSING INTERIM CLERK

## GREENWOOD TOWNSHIP BOARD OF AUDIT

FEBRUARY 14, 2023

Chair Drobac calls meeting to order

Review Treasurer's and Clerk's books

1. Board members each select one check number issued in 2022
2. Treasurer and Clerk verify the claim for each disbursement and identify bank statement clearing such check.
3. The Treasure and Clerk then present their books to verify disbursements and receipts are congruent.
4. Board members sign the BOARD OF AUDIT REPORT

MOTION: to adjourn