

2025 Greenwood Township Board Of Audit Minutes

DATE: February 11, 2025

Motion by Bassing/Gilbert to reconvene for Board of Audit at 8:00 pm. **Vote 5/0 carried**

Chair Roskoski instructs each Supervisor to choose:

three (3) random numbers for Receipts between 161677 and 161768 (beginning of 2024 to end of 2024)

and each Supervisor to choose:

three (3) random numbers for Disbursement between 21861 and 22127 (beginning of 2024 to end of 2024)

Disbursements for review - claim # 21861 - 22127

Roskoski	Skubic	Bassing	Gilbert	Stoehr
21883	21877	22012	21871	21862
21890	22100	22111	21873	22121
22120	22101	22123	21875	21972

Receipts for review – receipt # 161677 - 161768

Roskoski	Skubic	Bassing	Gilbert	Stoehr
161700	161680	161714	161687	161778
161679	161708	161679	161699	161761
161790	161733	161732	161707	161680

Chair Roskoski continued to review the items on the checklist list provided by MAT 2025 Board of Audit Meeting Materials. She noted the Treasurer's and Clerk's disbursement ledgers, receipt ledgers and Schedule 1's did not match for 2024.

Clerks:

Reconciliation	-	There is one outstanding 2024 claim against township.
Statements of Receipts	-	All receipts have been deposited and\ or transferred to the proper fund.
Statement of claims -		All claims against the township have been settled for 2024.
Statement of Disbursements	-	All claims have been posted to the disbursements for 2024.
Statement of Investments	-	All investments have been accounted for, including interest.
Fund Balances	-	Fund Balances 12/31/2024 are attached to the audit.

Clerk Spicer notes there are no records in CTAS for checks 231881 through 21892 that fall between checks recorded between January 9 and February 13, 2025, in the Clerks CTAS, and no claim with those check numbers assigned from during the time Joann Bassing was Clerk.

Clerk Spicer also found there are no records in the Clerk CTAS and no claims for the following checks 21621 through 21624, that fall between checks dated between January 13 and February 11, 2023. 21699 that falls between checks dated May 9, 2023

21757 that falls between checks dated between July 11 and August 8, 2023

31803 that falls between checks dated between September 22 and October 3, 2023.

Clerk Spicer stated all Voided checks are to have VOID written on them and kept in sequence with the check stubs and entered in CTAS, which is not the case with any of these missing checks.

Chair Roskoski asked Deputy Treasurer Bassing why 2 of the 3 Disbursements she had chosen were not accounted for. Deputy Treasurer Bassing stated she did not know what they were for and refused to confirm that the checks were voided in CTAS on the Treasurer's computer.

Chair Roskoski stated that, since the none of the Clerk and Treasurer's records match, and the Deputy Treasurer refused to cooperate with verifying the missing checks, it was pointless to continue with the Board of Audi and it will be done later when we can get the Clerk & Treasurer financials corrected and matching.

Motion by Roskoski/Skubic to Adjourn. Vote 5/0 carried

Chair



Clerk

