

Avon Township Board of Audit Meeting – March 7, 2012 Tentative Agenda

1. Call to order – 7:00 PM
2. Pledge of Allegiance
3. Roll Call
4. Approval of agenda
5. Treasurer's Report
6. Scheduled Business
 - a. Examine and audit Town accounts
 - b. Prepare report for Annual Meeting
 - c. Develop budget for next year and determine levy
7. Adjournment

To Do:

1. Prepare Financial Report – includes a detailed accounting of claims (allowed & disallowed), nature of the claims, and from whom the claims were made.
2. Treasurer provides Clerk 5 days before the Annual Meeting a written statement of money received from the County Treasurer and other sources, money paid out and received from which accounts, when each item was received or paid, unexpended balances.
3. Clerk posts Financial Report at Town Hall (within ½ hour of Annual meeting).