

Avon Township Board of Audit Meeting – March 12, 2014 Tentative Agenda

1. Call to order – 7:30 PM
2. Pledge of Allegiance
3. Roll Call
4. Approval of agenda
5. Scheduled Business
 - a. Examine / Audit Town accounts – prepare report of items audited and allowed and disallowed, the nature of each, and the person to whom allowed or disallowed.
 - b. Prepare Financial Report (for Annual Meeting. Includes a detailed accounting of claims allowed & disallowed, nature of the claims, and from whom the claims were made.)
 - c. Develop budget for next year
 - d. Determine levy

Avon Township – Summary of Levy Amounts		
Fund	2013	2014
General Revenue	\$149,400	
Road & Bridge	\$201,200	
Fire	\$63,500	
Capital Reserve	\$10,000	
Total	\$424,100	

6. Decision of when to hold meeting in 2015 (during regular meeting or other?)
7. Adjournment

Procedures:

1. Five days before the Annual Meeting Treasurer provides Clerk a written statement of money received from the County and other sources, money paid out and received, from which accounts, when each item was received or paid, unexpended balances.
2. Clerk posts Financial Report at Town Hall (within ½ hour of Annual meeting).
3. Budget must be approved by September 15th