

**P.O. BOX 87
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FIFE LAKE, MI 49633
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**FIFE LAKE TOWNSHIP
SPECIAL BOARD MEETING WITH
AUDITOR AND ACCOUNTING
APPROVED MINUTES
JANUARY 2, 2020**

Roll Call: Supervisor Linda Forwerck,-X, Treasurer Cathy Sorrow-X, Clerk Terry Street-X, Trustee Elizabeth Pearson-Absent, Dawn Zimmerman-X.
Quorum Established.

Conflict of Interest – None

Citizen Comment - None

Purpose of meeting – Q&A Presentation by Auditor, Ryan Howell from Baird, Cotter & Bishop and Accounting, Emily Escajeda from H&R Block to the Fife Lake Township Board.

Ryan provided information to aid in improving bookkeeping procedures at the Fife Lake Township...
See Attached.

Emily apologized for her miscommunication to the Treasurer on the Quick Book Shut down procedure, as this was a bookkeeper's call, various improvements have been made through H&R Block to keep bookkeeping activities more organized.

Board:

Sorrow will create new credit cards.

Turning in receipts with credit card purchases are very important, Form a policy for Credit Card usage and receipts.

Also a policy needs to exist on who approves transfers.

Members prefer only Board approve Transfers

Ryan and Emily presented Do to Do Funds. Ryan summarized audit findings for the 2019-2020 Audit.

Suggested the Township set aside monies for various projects instead of using General Fund.

Do not call various monies provided to community groups "Donations" refer to this as Dues. Money for dues can be used as long as it benefits the whole community. Keep these in separate funds.

Zimmerman provided examples of how other municipalities make their tax bill out to the Township, not to an individual. While this is an acceptable method she along with other citizens would prefer to

make tax bill out to the Fife Lake Township.

ADJOURNMENT

Forwerck made **Motion** to Adjourn, Sorrow Seconded. All in Favor, **Motion Carried**.
Meeting Adjourned at 7:52 pm

Re Draft January 2, 2020, Fife Lake Township Board Special Meeting prepared by Recording Secretary Gifford.