

Audit Preparation Committee meeting

September 29, 2014

The meeting called to order at 7:00 pm on Monday, September 29, 2014

Members in attendance were: Michelle Rounds; Kevin Rounds; Ross Whitford; and Cathy Warner.  
Absent was Gloria Hart.

- I. Motion to accept minutes from September 22, 2014 meeting.
  - a. Kevin Rounds moved
  - b. Ross Whitford seconded
  - c. Voted
    - i. Yeah-4
    - ii. Neigh-0
    - iii. Abstained-0
- II. Michelle and Kevin Rounds discussed what happened at the Mid-York meeting about the OSC Audit
  - a. Suggested adding things and adjusting the order of things in our to do list
    - i. We put payroll with personal leave
    - ii. added List of Assets
    - iii. List now reads
      1. Cash Handling
      2. Fines
      3. Personal Leave and Payroll
      4. List of Assets
      5. Job descriptions of board members and update bylaws
      6. Disaster Plan
      7. Financial Retention and Destruction
      8. Update policy manual
- III. Old Business
  - a. Cash Handling
    - i. Proceeded to hand out
      1. Added things highlighted to the policy
    - ii. Procedure for Cash Receipts
      1. Adjusted some of the wording
    - iii. Payment Voucher
      1. Accepted
    - iv. Budget Codes
      1. Minor changes
    - v. Daily Cash Report
      1. Accepted
    - vi. Weekly Cash Reconciliation report

- 1. Accepted
    - vii. Overall we may need to adjust the job description of the treasurer for the new responsibilities
    - viii. Sending on to Special Board meeting for Oct.2 for approval
  - b. Contingency Fund
    - i. Adding this into the budget to help with unexpected expenses—we are supposed to have this fund in our budget
      - 1. Wanted to transfer \$5000.00 from savings into this fund
      - 2. Sending to SBM for Oct. 2 for approval
  - c. Cash register
    - i. Want to ask the board to approve the purchase of a Cash register
    - ii. Michelle will provide board specs on October 2
  - d. Procedures for the CPA
    - i. Accepted
  - e. Policies for the Board meeting Oct. 2 2014
    - i. Everything under old business
- IV. New Business
- a. Fines Policy
    - i. Amnesty
      - 1. Can food drive for fines
    - ii. After 3-years of fines \$20.00 or less
      - 1. Library Manger sends out a letter
    - iii. After 5-years of fines
      - 1. Forgive fines for all
  - b. Homework for Oct. 5 committee meeting
    - i. Adding a separate account for payroll-think about it
    - ii. Personal leave & payroll
    - iii. Fine Collection
    - iv. List of Assets
      - 1. Anything that is worth \$250.00 or more and can walk away
    - v. Lists of possible disasters
- Meeting closed at 8:30pm