

January 15, 2025 @ 6:00pm

Internal Audit Meeting

Present – Chair Jon Auge; Supervisor Bob Steele; Treasurer Mary Zabilla; Clerk Naomi Scott

Called to Order – J. Auge called the Internal Audit Meeting to order at 6:10pm.

2024 Financials

| | |
|---------------------|----------------|
| ▪ Beginning Balance | \$2,292,091.10 |
| ▪ Receipts | \$1,099,829.15 |
| ▪ Disbursements | \$1,145,670.68 |
| ▪ Ending Balance | \$2,243,697.56 |

Board reviewed random disbursements. After reviewing, no specific actions on individual claims were noted.

- **January**
 - **10464** – Reviewed.
 - **10475** – Reviewed.
 - **10481** – Reviewed.
 - **10482** – Reviewed.
- **February**
 - **10496** – Reviewed.
 - **10501** – Reviewed.
 - **10510** – Reviewed.
 - **10512** – Reviewed.
- **March**
 - **10528** – Reviewed.
 - **10537** – Reviewed.
- **April**
 - **10549** – Reviewed.
 - **10551** – Reviewed.
- **May**
 - **10571** – Reviewed.
 - **10574** – Reviewed.
 - **10579** – Reviewed.
 - **10590** – Reviewed.
- **July**
 - **10634** – Reviewed.
- **August**
 - **10666** – Reviewed.
 - **10687** - Reviewed.
- **October**
 - **10754** - Reviewed.
 - **10757** – Reviewed.
- **November**
 - **10794** – Reviewed.
 - **10797** – Reviewed.
- **December**
 - **10805** – Reviewed.
 - **10827** – Reviewed.
 - **10835** – Reviewed.

The board noted two overall actions after reviewing the claims as follows:

1. All claims for mileage reimbursement require the date, purpose, mileage and amount of reimbursement for each trip to receive approval by the town board.

2. Voided claims and checks must be retained in the claims files.

J. Auge made a **motion (1)** to adjourn the Internal Audit meeting, seconded by B. Steele. Motion carried. Meeting was adjourned at 7:28 pm.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair