

Glen Arbor Township
PO Box 276
Glen Arbor, MI 49636

Special Budget Workshop Meeting
February 11, 2010

Special Meeting called to order at 10:10 A.M. in the Township Meeting Room. Purpose of meeting was to discuss auditor consultation fees, data entry at Emergency Services, current budget amendments, and a budget workshop for '10-'11. All Board members present, except Quick. Auditor Steve Peacock, Rehmann Robson also present.

[Minutes amended at regular meeting on February 16, 2010 inserting addendum, authored and provided in printed format, by Supervisor Soderholm, see attached]

Peacock discussed additional billings. A \$3,950 credit will be issued to Glen Arbor. Add \$1,350 to Clerk , \$3,750. to Fire, and \$3,950 Town Board Audit. Consulting fees were itemized, 30 hours for Emergency Services reconciliation. Feasibility of data entry by Emergency Services personnel discussed. Quick arrived at meeting, passed out reports. Peacock presented draft of engagement letter with fee of \$11,450.

Soderholm presented a line item review of last year's budget. Motion Gretzema, second Thompson to present and recommend to the board at the regular meeting 2/16/2010 the 2009-2010 budget amendments. Motion carried.

Special meeting to finalize budget set for 2/23/2010 at 10:00 A.M. in Town hall Meeting room.

Meeting adjourned 11:51 A.M.

Dana Roman

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Minute Correction to paragraph 2. *Insert*

Peacock discussed billing costs in excess of the Audit budget and quote. A \$ 3,950 credit will be issued to Glen Arbor for the 2009-10 Audit. Quick arrived at the meeting. Consulting fees remaining unpaid were noted to involve approximately 30 hours reconciling accounts for the Emergency Services. As a result, an entry to balance the credit and outstanding payable was suggested involving \$ 1,350 expense to the Clerk, \$ 3,750 expense to the EMS, and a credit of \$ 3,950 to the General Fund Audit Line item to adjust for consultation fees and the related Audit overcharge.

Having been asked ~~by~~ Peacock opined that the Township Board could authorize data entry at the Fire Department for Payroll and Accounts Payable if desired to eliminate double entry of data. Such action would not conflict with auditing standards, in that the Department currently handles sensitive information as a matter of routine. Prior to leaving, Peacock left a draft engagement letter for the next three years with the initial fee being \$ 11,450.

Time
comb
expenditures
Consensus was subsequently reached to move the entry of Payroll information from the Fire Department to the Clerk's office to eliminate unnecessary double data entries. Additional discussion concluded that routine Monthly Financial Reports for both the Township General Fund, and Emergency Services are to be printed and distributed for review within 5 business days of the end of each month. An additional report identifying ~~monthly~~ *expenditures* by month from the general ledger is to also be distributed to enable a financial review prior to scheduled meeting dates.

Proposed Budget amendments for the current year were discussed and approved by Gretzema, supported by Thompson and approved by the Board. A detailed resolution is to be presented to at the next Board meeting.

The balance of the meeting was dedicated to a review of the proposed budget for 2010-11. The Board reviewed each line item and supported the preliminary draft after modifications were made. Preliminary conclusions demonstrate an overall budget reduction when compared to the amended existing budget which reflects numerous one-time expenses associated with the Garden Project and Sewer Study committee. Based on the discussion, it was agreed that the budget would be revised and redistributed at the next Board meeting. Major projects in the budget include Dredging of the Bridge / Narrows, and the paving of Day Forest Road. Other Unfunded projects were referenced including Recycling request, Furnace replacement for the Township Hall, Insulation of the Hall roof, and replacement of the existing generator with a new gas powered unit that has an automatic transfer switch. An additional work session will be scheduled if indicated.