

Salford Township Finance Committee  
Minutes  
January 11, 2010

Meeting Location: Salford Township Municipal Building  
Members present: James Styer, Karen Jett, Harold Schell  
Township personnel: Karen Landis, George Witmayer, Treasurer  
Others present: Robert Marcus, Supervisor

The regularly scheduled meeting of the Salford Township Finance Committee was held on January 11, 2010 at 7.00 pm EST at the Salford Township Municipal Building.

1. The Committee unanimously agreed to adopt the agenda as presented by the Chairperson.
2. The minutes of the meeting of December 7, 2009 were reviewed and unanimously accepted without correction.
3. Supervisor Robert Marcus introduced himself to the committee.
4. The Finance Committee reviewed the Auditor's management letter of July 7, 2009 noting the following:
  - a. The following items have been completed:
    - i. Item 1- Establish special revenue fund to account for the state liquid fuels.
    - ii. Item 2 –Establish a separate checking account in the Sewer Fund.
    - iii. Item 6 – Establish an approval process for payment of invoices.
    - iv. Item 8 – File paid invoices alphabetically by vendor.
    - v. Item 17 –Reconcile zoning permits issued with revenue received.
5. Upon motion duly made, seconded and unanimously carried, that the following recommendations were adopted:

**RESOLVED**, the Salford Township Finance Committee recommends to the Salford Township Board of Supervisors that the Board of Supervisors:

1. Have all Township Supervisors bonded .
2. Have the Township Treasurer develop a job description for an Assistant Treasurer and presented to the Board of Supervisor's January 20, 2010 meeting for approval.

3. In order to maintain the integrity of the financial and personnel records the Finance Committee recommends that the financial and personnel records be put under lock and key and only be accessible to the Treasurer and/or Assistant Treasurer.
4. Have all public requests for financial records go through the formal public records process, with the exception of Township Supervisors, who need only submit a written request for the records.
5. Have the Township Treasurer develop, in consultation with appropriate personnel, procurement policies and procedures in accordance with Item 7 of the Auditor's management letter.
6. Have the Township Treasurer reconcile the bank statements on a monthly basis.
7. Transfer payroll funds on a weekly basis into a separate payroll checking account in order to fulfill item 11 of the Auditor's Management letter recommending a payroll imprest account.
8. Secure the services of an online backup service to regularly back-up all township computers.

**RESOLVED**, the Salford Township Finance Committee **requests** the Salford Township Board of Supervisors secure an opinion letter from the Township Solicitor to clarify if we need an ordinance or a resolution to complete the recommendations of the Auditor as specified in the following items of the Auditor's Management Letter of July 7, 2009 :

1. Item 4 - A comprehensive employee personnel manual.
  2. Item 5 - A formal code of conduct or conflicts-of-interest policy
  3. Item 9 – Current and complete personnel files for all employees.
6. The next scheduled meeting is Monday, February 8<sup>th</sup> at the Township Building.

There being no further business to come before the meeting, the meeting was adjourned,

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Harold W. Schell, Secretary