

Salford Township Finance Committee
Minutes of Initial Organizational Meeting
October 15, 2009

Meeting location: Home of James Styer
Member present: James Styer, Karen Jett, Harold Schell
Township personnel: Karen Landis

The initial organizational meeting of the Salford Township Finance Committee was held on October 15, 2009 at 7:08 p.m.

- 1. Election of Committee Officers:** After discussion, the Finance Committee unanimously elected the following officer who will serve for a period of one year:

Chairperson: James B. Styer
Recording Secretary: Harold W. Schell

- 2. Purpose of Committee.** The Finance Committee unanimously approved the following purpose statements:

- To establish acceptable accounting practices and monitor compliance
- To assist the Salford Township Board of Supervisors with budgeting, financial decisions/analysis, auditing and accounting practices.
- To be a resource to the Salford Township Board of Supervisors and to provide assessments and recommendations for consideration by the Board of Supervisors.

- 3. Term of Service:** The initial term of service of the members of the Finance Committee will be one year.

- 4. Publication of Minutes:** It was the unanimous decision of the Finance Committee to publish the minutes and any recommendations on the township website within two (2) weeks of the meeting of the Finance Committee.

- 5. Auditor's Letter of Recommendations:** After extensive discussion, the Finance Committee prioritized the tasks as follows:

- Short-term (within the next 3 months)
 - i. Review existing payees to determine which should be sent a Form 1099.
 - ii. Set up special revenue fund to account for the state liquid fuels payments. (in process-partially accomplished)
 - iii. Set up separate Sewer Fund checking account. (partially accomplished)
 - iv. Formalizing the invoice payment process.
 - v. Maintain current and complete personnel files.
 - vi. Review and approve bank reconciliations.

- vii. Establish procedure for backing up computer files in an off-site secure location.
- viii. Review, approve and reconcile monthly tax collector's report to the general ledger.
- ix. Reconcile zoning permits with revenue received.
- x. Establish a formal code of conduct or conflicts-of-interest policy.
- xi. Review detailed budget prior to a summary budget being presented at Board of Supervisors meeting.
- xii. Establish an imprest payroll account

- Long Term

- i. Maintain schedule of property, plant and equipment to incorporate information for insurance purposes.
- ii. Systematize operational and accounting processes such as invoice payment, payroll, month-end reconciliations, preparing monthly reports, etc.
- iii. Develop a comprehensive employee personnel manual.
- iv. Establish various testing procedures to offset the concentration of duties in the Township's handling of cash transactions.

- Accomplished

- i. Establish a finance committee
- ii. Attach supporting paperwork to invoices to provide documentation for a payment transaction.
- iii. File paid invoices alphabetically by vendor.

6. Request meeting with township Auditor: It was the unanimous decision of the Finance Committee to meet with Bergey Yoder & Associates, P.C. to discuss the differences between GAAP and Municipal accounting policies and procedures.

7. Meeting dates: Monday, November 9th, 2009 at Township Building
Monday, December 7th, 2009 at Township Building

Harold W. Schell
Recording Secretary

