

January 19, 2019 @ 9:30 a.m. TOWN CLERK'S 2018 AUDIT

PRESENT: Kim Demick, Crystal Weich and John Ramsey

Audit began with the review of Dog License file for the months of February, June, September and December, randomly selected.

File is neatly organized, the sequence of original tags seem to be in proper order with no missing numbers, collections correspond with the bank deposits.

Findings/Suggestions: Book needs to be closed out at end of each month, even if the final monthly deposit is after end of month. We found some months were carried over into a few days into the next month. This will ensure all monthly activity is recorded in its respective month.

EVERYTIME CASH is received it must have a cash receipt written in the duplicate receipt book. This book must then match the deposit slips into the bank and coincide with the "cash transaction report". Cash deposits are greater than cash recorded in receipt book.

Cash Transaction Report MUST identify what TYPE OF PAYMENT WAS received (cash, check or other) one month this was done by clerk's handwritten notes, must be done on a continual basis...perhaps in the description.

One cash receipt found on 1/24/18 for K.J. with no date and no paperwork.

Sept. an original tag charge was only \$5, auditors question the price as it is normally \$10 or \$13 or \$18.

No renewal paperwork for DOG TAG replacement 12/6/18

BUILDING PERMITS

Overall Clerk's paperwork is in order. 19 Permits. Fees assigned were correct.

Findings/Suggestions: Retype form 4.11.13 along with Building Permit Applications Instruction. Copies are poor and hard to view if faxed or scanned. Each copy will be yellow highlighted to emphasize the importance of contacting

the CEO for final inspection... "Inspection Notification to the Code Enforcement is the sole responsibility of the owner...."

NOTE FOR CEO – NEED FINAL COPY OF COO OR PERMIT TO CONNIE SO SHE CAN CLOSE OUT FILE. ALL FILE ARE REQUIRING CEO'S FINDINGS....FILES ARE INCOMPLETE.

HALL RENTALS/CHAIR/ TABLES:

CALENDARS MATCHED TO HALL RENTAL AGREEMENTS. ALL FEES CHARGED PROPERLY. ONLY ONE MISSING RENTAL APPLICATION DATED 3/4/18 G. JOHNSON RENTAL. OVERALL EXCELLENT ORGANIZATION.

SUGGESTIONS: CHAIR AND TABLE RENTALS IN CALENDAR.