

**Burlington Town Council
Special Meeting
August 29, 2017
49 Northgate Plaza, Burlington, IN 46915**

The Burlington Town Council held a special meeting on Tuesday, August 29, at 6:30 pm in Town Hall with Council's Stan Moore, Teddy Huffer and Steve Michael; and Clerk-Treasurer Karen Dinger present.

The main purpose of the meeting is to conduct monitoring activities in regards to the town's Internal Controls policy.

President Moore calls the meeting to order at 6:35 p.m.

The council reviews bank statements, bank reconciliation reports, expenditures and charge account charges for the months of January –June 2017. The council also reviews a report detailing wages paid to employees during this same time period.

The council signs a certification paper stating that all accounts and records look to be correct, balanced and in order.

Discussion is held regarding the four \$50 Visa gift cards the council approved to be purchased and given away in a drawing for those who completed and turned in their income surveys for the wastewater grant the town was applying for. The gift cards were advertised to residents as an incentive to encourage participation for the income survey. Discussion is held regarding the acquiring of the cards. Vice-President Huffer moves for C/T Dinger to purchase the four \$50 Visa gift cards from Dollar General for the drawing for the wastewater income survey. Moore 2nds. All Ayes. Motion passed.

Michael motions to adjourn at 7:25 p.m. Moore 2nds. All Ayes. Meeting adjourned.

Stan Moore, President

ATTEST: Karen Dinger, Clerk-Treasurer