

**Burlington Town Council  
Special Meeting  
August 21, 2018  
49 Northgate Plaza, Burlington, IN 46915**

The Burlington Town Council held a special meeting on Tuesday, August 21, 2018 at 6:30 p.m. at Town Hall with Council's Stan Moore, Steve Michael and Teddy Huffer; Clerk-Treasurer Karen Dinger present.

President Moore opens the meeting at 6:30 p.m.

The main purpose of the meeting is for council to conduct an Internal Controls monitoring meeting to review January-June 2018 bank reconciliation, bank statements, charge accounts, payroll and invoices that C/T Dinger has been responsible for.

C/T Dinger presents various reports including: Payfile for all employees paid during this time period, bank reconciliation documents for each month along with fund reports used to balance to the documents, bank statements, charge account invoices and reports for claims paid.

It is noted that before the meeting, Vice-President Michael verified that the bank statement balances on the bank statements presented match to the penny the balances shown through bank records online.

Council reviews each month's document and performs calculations to verify numbers presented. They initial reports showing that they agree with the information presented.

Following review of all documents, discussion is held regarding the 5<sup>th</sup> Street culvert project and paving project. C/T Dinger is directed by council to include the paving project for the Community Crossings Grant into the 2019 budget due to the State closing SR 22 which has caused significant delay in the town being able to proceed with these 5<sup>th</sup> Street projects.

Moore makes a motion to adjourn meeting at 8:00 p.m. Michael 2nds. All Ayes. Meeting adjourned.

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Stan Moore, President

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ATTEST:  
Karen Dinger, Clerk-Treasurer