

Burlington Town Council
Special Meeting
August 2, 2016
6:40 p.m.

The Burlington Town Council held a special meeting on Tuesday, August 2, at 6:40 p.m. in Town Hall with Council's Stan Moore, Teddy Huffer, Steve Michael and Clerk-Treasurer Karen Dinger present.

No guests are present.

President Moore calls meeting to order at 6:40 p.m.

Internal Controls for the town is discussed.

C/T Dinger presents bank statements and bank reconciliation documents for April-June 2016 to the council. Dinger explains the reconciliation process. Council reviews all documents presented.

It is noted that council has open access to all bank records and reconciliation for their review.

An Internal Control questionnaire received through a recent webinar training was presented to the council. Council will take home and review to better understand.

Charge accounts are discussed. C/T Dinger notes that all receipts for charge accounts are reviewed for authorized signatures.

Expenditures from April-June are reviewed by council to verify expenses are being taken from proper appropriations and funds.

Certification of training for eligible employees/officers is discussed. Council advised C/T Dinger to email information regarding this training to those who need to complete it.

The Materiality Threshold from State Examiner Directive 2015-6 is discussed.

The council plans to meet quarterly with the clerk-treasurer in effort to facilitate monitoring activities in regards to Internal Controls.

Stan Moore, President

Karen Dinger, Clerk-Treasurer