

HAMILTONBAN TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA

AUDITORS MEETING, JANUARY 8, 2013

CALL TO ORDER: Meeting called to order at 7:03 P.M.

AUDITORS IN ATTENDANCE: Barbara Nicks, Eugene Starbuck, and Sarah Ginn.

OTHERS IN ATTENDANCE: Deborah Feiler, Sec/Treas; Coleen Reamer Township Supervisor.

ELECTION OF OFFICERS: Eugene Starbuck was elected Chairman. Sarah Ginn was elected Secretary.

MINUTES: The minutes of the 1/4/2012 meeting were reviewed, and passed as presented.

TERMS OF OFFICE: Barbara Nicks' term expires 12/31/2013. Eugene Starbuck's term expires 12/31/2015. Sarah Ginn's term expires 12/31/2017.

FINANCIAL REPORTS: Deborah Feiler, Sec/Treas, provided the Auditors with copies of all the Financial Reports for 1/1/2012 through 12/23/2012. These documents are kept on file at the township office.

During our review, all questions were resolved, and no issues arose concerning accuracy, inappropriateness of transactions, or our ability to reconcile the inflows and outflows of organization funds. Indeed, the underlying documentation provided evidence of responsible and reliable recordkeeping. Sec/Treas Feiler was commended for her excellent recordkeeping.

OLD BUSINESS: There was no old business addressed this year.

NEW BUSINESS: A new auditor is required to replace Barbara Nicks whose term has expired. There was no other new business addressed this year.


WORKING SUPERVISOR'S SALARY: Eugene Starbuck motioned, Barbara Nicks second, to keep the Working Supervisor's salary at \$11.67 per hour. The motion passed unanimously. Barbara Nicks motioned, Eugene Starbuck second, to keep the Roadmaster Supervisor's salary at \$14.16 per hour in the event a Supervisor becomes Roadmaster in the future. The motion passed unanimously.

The Auditors did not audit the books again this year as the Supervisors use Musselman and Creager; CPA's to complete a full audit. Our review consisted of an examination of the internal computerized records of the Township office.

Treasurer Feiler e-mails all invoices to the Supervisors for comments or concerns before paying the bills. If there is any concern regarding a bill, it is held until discussion at the next Supervisor's meeting before being paid.

There being no further business, Eugene Starbuck motioned, and Barbara Nicks second, passed to adjourn the meeting at 8:03 P.M.

Respectfully submitted,


Eugene Starbuck
Chairperson


Sarah Ginn
Secretary


Barbara Nicks