

BALDWIN TOWNSHIP BOARD OF AUDIT

March 4, 2013

Present – Supervisors Randy Atwood, Kimberly Good, Larry Handshoe and Jay Swanson. Supervisor Tom Rush arrived at 6:47 p.m.

Call to Order – The March 4, 2013 Board of Audit was called to order by Chairman Jay Swanson at 6:31 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Perform 2012 Annual Board of Audit – The Board Supervisors each selected the following receipt and disbursements to be audited for the year ending December 31, 2012. During the Board of Audit each Supervisor examined the invoices, claims and receipt for payment and verified the checks were written to the vendors were in the amount of the claim and that the receipt was accurate:

- Check #16684, dated August 6, 2012, payable to Bogart, Pederson & Associates in the amount of \$15,982.50
- Check #16730, dated August 21, 2012, payable to Cheryl Dobson in the amount of \$673.59
- Check #16740, dated August 21, 2012, payable to Eggen's Bulk Service in the amount of \$2,157.46
- Check #16793, dated September 10, 2012, payable to Spencer Brook Township in the amount of \$1,200.00
- Check #16430, dated April 17, 2012, payable to Schroer Bolt in the amount of \$41.51
- Check #16532, dated June 4, 2012, payable to Lyle Signs in the amount of \$27,100.75
- Check #16976, dated November 20, 2012, payable to Couri & Ruppe in the amount of \$320.00
- Check #16978, dated November 20, 2012, payable to Hardrives, Inc. in the amount of \$56,795.55
- Check #16522, dated June 4, 2012, payable to Central Hydraulics in the amount of \$2,046.20
- Check #16562, dated June 19, 2012, payable to HBH Consultants in the amount of \$1,348.79
- Check #16703, dated August 6, 2012, payable to Spectrum Instant Signs in the amount of \$41.00
- Check #16615, dated July 2, 2012, payable to Helmin Construction in the amount of \$57,442.42
- Receipt dated January 16, 2012 from KAW Parks LLP in the amount of \$250.00

Motion to Recess – Good/Handshoe unanimous to recess the Annual Board of Review at 7:03 p.m.

Reconvene Board of Audit – The Board of Audit was reconvened at 8:56 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Rush/Good unanimous to approve all checks and receipt that were reviewed.

Adjourn – Handshoe/Good unanimous to adjourn at 9:07 p.m.

Cathy Stevens

Submitted/By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township

Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

Tom Rush
Vice-Chairman