



Special Meeting of the Livonia Town Board  
Held at the Livonia Town Hall  
Monday February 4, 2013

Supervisors present: Hass, Hewitt, Manthei, Sherper; Supervisor Doebler absent

Staff present: Clerk/Treasurer Spencer and Deputy Clerk/Treasurer Olson

Chairman Sherper called the meeting to order at 9:30 p.m. to conduct the 2012 Board of Audit.

Prior to the meeting each Board member selected a minimum of three checks and receipts to be audited for the year ending December 31, 2012. During the Board of Audit each Supervisor examined the invoices and claims for payment, verified the checks written to vendors were in the amount of the claim. They were then verified against the banking records. Each Supervisor examined the receipts and confirmed the receipt was written for the exact dollar amount of the check, transfer or electronic fund transfer. They were then compared to deposit stated on the banking statements. The Board found all checks and receipts audited to be in good order.

Hass/Hewitt unanimous to adjourn the meeting at 9:40 p.m.

Dated this 25<sup>th</sup> day of February 2013

A handwritten signature in black ink, appearing to be "D. Hass" or similar, written over a horizontal line.

Chair or Vice Chair

A handwritten signature in black ink, appearing to be "L. Spencer", written over a horizontal line.

Clerk/Treasurer or Deputy Clerk/Treasurer