



Special Meeting of the Livonia Town Board
Held at the Livonia Town Hall
Monday February 6, 2012

Supervisors present: Doebler, Hass, Hewitt, Manthei, Sherper

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

Chairman Sherper called the meeting to order at 9:06 p.m. to conduct the 2011 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, 2011. 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.

Doebler/Hewitt unanimous to adjourn the meeting at 9:25 p.m.

Dated this 27th day of February 2012



Chair or Vice Chair



Clerk/Treasurer or Deputy Clerk/Treasurer