DODGE COUNTY
AUDIT COMMITTEE MEETING
127 E. OAK STREET
COUNTY BOARD ROOM, 4TH FLOOR, ADMINISTRATION BUILDING
JUNEAU, WI 53039
July 28, 2016

By roll call, members present: Bennett, Hilbert, Nickel and Stousland. Also present was Mary Muskovitz, Administrative Assistant; Makenzie Drays, Sr.Accountant, Finance Department

Members absent: None

Meeting called to order at 8:00 a.m. by Chairman Nickel

Muskovitz certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Public Comment: None

Motion by Stousland, seconded by Hilbert to approve the minutes of July 14, 2016. Motion carried.

Committee member reports: Stousland gave a report on Wisconsin Board of Commissioners of Public Lands including the history, who is on the Board, and how the money goes to the School Fund and is obtained thru unclaimed property, and in the County's case thru forfeitures. Chairman Nickel thanked him for his report.

Old Business: None.

Chairman Nickel introduced a motion to allow the committee to deviate from the Agenda in order to efficiently conduct the meeting. Motion was seconded by Hilbert.

Motion by Bennett, seconded by Hilbert to allow payment of Clearview vouchers Batch #189193 in the sum of $45,185.27 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Bennett to approve payment of County Board Expenses on Payroll check dated 07/19/16 for $2,947.35 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Stousland asked where the report comes from for Employee Reimbursements and is it possible to have the Department/Business unit show up on the report. Drays indicated that she thought it could be and will look into it. Chairman Nickel requested at the next meeting to have a blank sample of the expense sheet. Motion by Stousland, seconded by Hilbert to approve payment of Employee Expenses on Payroll check dated 07/15/16 for $19,517.99 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Chairman Nickel wanted it noted that the review of the US Bank Card will be for July not June as stated on the agenda. Drays lead the review of the July US Bank Purchase Card random audit of non-department head purchases. Committee members picked a random sampling of card holders (Streblow and also Powersports, Inmate Welfare), were shown a list of the purchases and the backup for the selected purchases. The committee would like a follow up on the Powersports, what was purchased and also what exactly is Inmate Welfare as it appears on the US Bank Purchase card.

Motion by Stousland, seconded by Bennett to allow payment of US Bank Purchase Card Batch #188713 dated 7/18/16 in the sum of $296,783.65 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Hilbert, seconded by Stousland to allow payment of vouchers in Batch #189030 for $112,887.80 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Bennett, seconded by Hilbert to allow payment of vouchers in Batch #189127 for $16,358.66 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Bennett to accept the payment of Miscellaneous vouchers paid in the Amount of $23,266.52 for Batches #188778, 188842, 188963 and 189024 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

The next regular meeting of the Audit Committee is scheduled for August 11, 2016 at 8:00 a.m. in Room 4A. Bennett informed the Committee that he may be out of town and unable to attend.

Motion by Stousland, seconded by Hilbert to adjourn. Motion carried. Meeting adjourned at 8:55 a.m.

Respectfully submitted,

Glenn Stousland

Secretary
Glenn Stousland

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.