DODGE COUNTY
AUDIT COMMITTEE MEETING
127 E. OAK STREET
COUNTY BOARD ROOM, 4TH FLOOR, ADMINISTRATION BUILDING
JUNEAU, WI 53039
September 29, 2016

By roll call, members present: Bennett, Greshay, Hilbert, Nickel and Stousland. Also present was Mary Muskovitz, Administrative Assistant and Makenzie Drays, Senior Accountant

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 Greshay to approve the minutes of September 15, 2016. Motion carried.

Committee member reports: None

Old Business: At the September 15, 2016 Audit Committee meeting members had questions or requests on the following items:

1. Drays showed the Committee the backup documentation for Otto, IT for the Southwest charge on the August US Bank Card.
2. Drays showed the Committee the backup documentation for Nehls, Emergency Management, for Network Innovations. She further explained that there was a misunderstanding on who should scan the document.
3. Muskovitz showed the Committee a representation of the income from the K-9 Golf outing.
4. A listing was distributed showing Business Units and names.

US Bank Purchase Card Review of August Non-Department Head purchases:

Huebner, Clearview – McKesson Medical Supply
Midtbo, Highway-S-W*Consumer Group
Brooks, Building Maintenance- Johnson Controls
Link, Building Maintenance – Airgas North
Kuhl, Clearview – Amazon Mktplace Pmts
Leonard, District Attorney – Wisconsin Counties Assoc
Muskovitz, Finance – Data Management Corp
Streblow, IT – Meridian IT Inc
Nofsinger, Building Maintenance – Hardware Hank
Pett, Highway – Lincoln Contractor
All of the above had backup documentation in File Director

Additionally Hilbert has a question on Edwards, Human Services - Lowes Credit of $527.88. Drays explained that she thought it was a fraudulent charge and will followup.

Motion by Stousland, seconded by Greshay to allow payment of Clearview vouchers Batch #191322 in the sum of $32,353.03 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Hilbert, seconded by Greshay to accept the payment of Employee Expenses on Payroll check dated 9/23/2016 for $7,987.51 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Greshay to accept the payment of County Board Mileage on Payroll check dated 09/20/2016 for $2,391.15 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

A question was raised on what Bob Barker payments were for, Drays brought up the two invoices in File Director to show the invoices involved. Motion by Greshay, seconded by Hilbert to accept payment of the US Bank Purchase Card in Batch #190976 for $210,390.10 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Bennett to allow payment of the Batch #191298 for $125,625.20 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Hilbert, seconded by Bennett to accept the payment of Miscellaneous vouchers paid in the Amount of $32,559.83 for Batches #191151, 191037, and 191195 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 October 13, 2016 at 8:00 a.m. in Room 4A

Motion by Stousland, seconded by Greshay to adjourn. Motion carried. Meeting adjourned at 8:45 a.m.

Respectfully submitted,

Secretary
Glenn Stousland

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