DODGE COUNTY
AUDIT COMMITTEE MEETING
127 E. OAK STREET
ROOM 4A, 4TH FLOOR, ADMINISTRATION BUILDING
JUNEAU, WI 53039
July 13, 2017

By roll call, members present: Greshay, Stousland, Nickel, Hilbert and Bennett. Also present was Deb Weber, Administrative Assistant and Makenzie Drays, Senior Accountant, Julie Kolp, Finance Director, Ruth Otto, IT Director and Ross Winklbauer, Project Assistant.

Members absent: none

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

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

Public Comment: None

Motion by Hilbert, seconded by Stousland to approve the minutes of June 29, 2017. Motion carried.

Committee member reports:
None

Presentation given by Julie Kolp, Ruth Otto and Ross Winklbauer regarding Enterprise Resource Planning (ERP)

Old Business:

a. Bohonek, J – UHI*U-Haul Lidtke Motors – rented truck to pick up trees for tree program
b. Brandt, B – APL* Itunes.com – fraudulent charge – documentation in file director
c. Need explanation on what the disposable washcloths were for purchased on the US Bank Card – Bill Wiley supplied documentation
d. Need explanation on why a birth certificate was purchased – Alyssa Schultz supplied documentation

US Bank Purchase Card Review of June Department Head purchases:

Barrington, B – DA Office – Chula Vista Resort (2), Comfort Suites Hotel (1), DOJ EPAY Conference (1), Kalahari Resorts (1) – Need documentation
Field, B – Highway, City of Madison Parking (1)
Gibson, K – County Clerk, GAN WI Newspapers CCC (1), Officemax/Officedept (1) – need documentation, Watertown Daily Times (2)

Motion by Stousland, seconded by Hilbert to allow payment of Clearview vouchers Batch #202797 in the sum of $ 50,662.68 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Greshay, seconded by Hilbert to allow payment of vouchers for Employee Expenses dated 6/30/17 for $ $ 1,563.14. Motion carried.

Motion by Stousland, seconded by Bennett to allow payment of vouchers in Batch #202661 for $ 3,067.98. Motion carried.

Motion by Hilbert, seconded by Greshay to allow payment of vouchers in Batch #202676 for $ 95,824.40. Motion carried

Motion by Stousland, seconded by Hilbert to allow payment of vouchers in Paid Batches 202457, 202472, 202547, 202798 for $ 52,164.13. Motion carried.

The next regular meeting of the Audit Committee is scheduled for July 27, 2017 at 8:00 a.m. in Room 4A

Motion by Hilbert, seconded by Stousland to adjourn. Motion carried. Meeting adjourned at 8:26 a.m.

Respectfully submitted,

Secretary
Glenn Stousland

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