

Royalton Township 2025 Board of Audit Agenda
25 February 2025

Treasurer (T) and Clerk (C) provide receipts registers, receipt books, bank statements to the board:

ACTION: Board members select 3+ receipts

CHECK: Identification is the same on T/C records

CHECK: Deposit is noted on the appropriate bank statement

VERIFY: Automatic deposits have triplicate receipts

VERIFY: All interest payments have receipts

Treasurer and Clerk provide disbursements registers to the board

ACTION: Board members select 3+ disbursements

CHECK: Identification is the same on T/C records

CHECK: Transactions match

CHECK: Check went through the bank for the approved amount

VERIFY: If any disallowed claims, are the reasons documented

Board members should VERIFY:

1. T/C have been balancing bank statements monthly
2. T/C have the same balance for each fund
3. T/C statements of receipts, disbursements and fund balances (Schedule 1) match each other
4. T/C cash control statements match final bank statement

Upon completion of audit, board members should sign:

1. Treasurer's annual report as of 31 December 2024
2. Clerk's report of the board of audit