

The annual reorganization meeting of the Lynn Township Board of Auditors was called to order on Tuesday January 5 2016 at 7:00pm. Present were Robert Sadler, Dennis Snyder, David Najarian and Tammy White.

David nominated Rob as Chairman, seconded by Dennis. Motion carried 3-0.

Dennis nominated David for Secretary, seconded by Rob. Motion carried 3-0.

David moved to suspend the reading of the minutes. Rob seconded. Motion carried 3-0.

David moved to suspend the setting of Supervisor wages until such time as a member of the Board of Supervisors gains employment with the Township. Dennis seconded. Motion carried 3-0.

David made a motion to set the Supervisors hourly wage for attendance at the PSATS convention at \$20/hr, 8hr/day maximum, + meals and lodging per Township employee policy. Seconded by Dennis. Motion carried 3-0. The Auditors recommended a daily cap on meals and lodging be made in the Township employee PSATS policy if one is not yet defined in the policy

A discussion was held on the scope, substance, date and times for the 2016 Audit, inventory, risk management, insurance, a complete audit of the Tax Collector and an audit of the collected Magisterial fees. Dennis said he would not be present during the audit because he would earn more than \$10/hour at his regular job. Rob offered to work after hours and weekends with Dennis but Dennis declined. David thought it best to perform the audit during the Township's business hours, taking advantage of the availability of Township staff. Tammy provided the Board of Auditors copies of the Treasurer and Assistant Treasurer's bond. David will draft a letter to sample the Township's five largest vendors, and draft a letter to request December bank statements from New Tripoli Bank for all Township accounts. The audit will begin Thursday January 7th at 10:00am. Dennis said he would not be there. Dennis also said email could not be used to coordinate with him because he does not have an email account.

David made a motion to adjourn, seconded by Dennis. Motion carried 3-0.

Submitted by

DAVID NAJARIAN

Secy, Board of Auditors

Approved 2/23/16