

MINUTES
FRIDAY, JANUARY 28, 2022
SPECIAL MEETING @ 3:30 P.M.

1. MEETING CALLED TO ORDER by Supervisor at 3:30 p.m.
2. INVOCATION Silent prayer and meditation
3. ROLL CALL Trustee's Wanda Allen, Jeff Cushingberry, Treasurer Genean Joshua, Clerk Gwendolyn Turner and Supervisor Donna Squalls

NOT PRESENT: Trustee's Karen Ballard

OTHERS PRESENT: Bill Cunningham, CPA
Trustee Deja Vasquez arrived after roll call, 4:02 p.m.

4. AGENDA

Purpose of Meeting as posted:

- a. Approve/Disapprove the Corrective Action Plan for Fiscal 2020
Mr. Cunningham reviewed a revised Corrective Action Plan he had prepared which addressed timely year-end closing and workpaper preparation, segregation of duties, bank reconciliations and journal entries. He stated working with Township Manager and purchasing the Auditing Software through BS & A would help along with following the Accounting and Procedure Manual. Mr. Cunningham captured corrective action in every area. This process is not in stone we are taking another approach to be completed for due date June 30, 2022. We will need to proceed without haste to acquire another auditing firm.

Supervisor asked if the Board had any other questions. Since there were none, she called for the motion.

Motioned by Cushingberry supported by Turner that we approve the Corrective Action Plan for Fiscal 2020.

YEAS Turner, Allen, Joshua, Cushingberry, Squalls

NAYS NONE

ABSENT Ballard and Vasquez

MOTION CARRIED

5. CITIZEN COMMENTS

Supervisor Squalls stated she will only reply to any questions regarding the audit after being asked about the refund to residents.

(Trustee Deja Vasquez arrived at 4:02 p.m.)

Citizen stated the audit is considered a failed audit. Mr. Cunningham said no

disqualified.

Treasurer Joshua asked Mr. Cunningham how can he reconcile if the treasurer have not completed closing in her office.

(Supervisor exited the meeting at 4:10 p.m.)

Treasurer Joshua and Mr. Cunningham went back and forth discussing timely completion of tasks in each office.

(Trustee Cushingberry exited the meeting at 4:18 p.m.)

Treasurer Joshua stated she is still learning and the Treasurer Office was not in order when she arrived.

6. **ADJOURNMENT**

Motioned Joshua supported by Turner that meeting is adjourned 4:24 p.m.

YEAS ALL

NAYS NONE

ABSENT Ballard

MEETING ADJOURNED

MOTION CARRIED

CERTIFICATION

I, Gwendolyn Turner, a duly elected Clerk of the Charter Township of Royal Oak do affirm the forgoing to be true and correct and represents the proceedings of a Special Meeting at the Township Hall on Friday, January 28, 2022, at 3:30 p.m. 21131 Gardenlane, MI 48220

CLERK, GWENDOLYN TURNER