

**Watab Township**  
**Budget & Annual Audit Meeting Minutes**  
**January 21, 2020**

ROLL CALL

Present were Supervisor Steve Wollak, Supervisor Julie Johnson, and Supervisor Todd Waytashek. Others present included Clerk Christopher Davis, and Treasurer Deborah O'Keefe. Members of the public attending were Bill Little.

Meeting was called to order at 5pm by Supervisor Johnson

All receipts and claims for 2019 were examined with each Supervisor reviewing 4 months of entries. This was a lengthy process and took one hour. It was noted by Supervisor Johnson that PERA must not be paid to a hired employee. January and February 2019 had a hired trainer where PERA was paid. Only elected officials receive PERA. Both the treasurer and clerks records match for year end. Cash control statement was reviewed by Supervisors. Note: the Indebtedness is incorrect in both the Clerks and Treasurers CTAS. Clerk Davis, Treasurer O'Keefe and Supervisor Johnson are working on it.

The 2020 budget was created and presented by Supervisor Johnson in excel format with 3 years of data. All Supervisors reviewed the budget and made recommended changes. Final budget saved and emailed to Clerk from Supervisor Johnson's computer. Levy was reviewed and finalized for presentation at annual meeting. Budget and Levy to be approved at March meeting after review. Clerk to email Supervisor Wollak and Waytashek the finalized excel format, plus provide print copies. Levy to increase by \$10,000 or 1.3 percent. All in favor of sending budget to board meeting for approval.

Meeting adjourned at 6:57pm.

Respectfully submitted,

Julie Johnson, Chair  
Watab Township