

**Graysville Board of Mayor and Commissioners
Special Called Meeting
Graysville Municipal Building
June 29, 2016 5:00 p.m.**

Call to order by Mayor Ted Doss

Prayer led by Mayor Doss

Pledge led by Mayor Doss

Roll Call:

Mayor Ted Doss	Present
Vice Mayor Denesa Reel	Absent
Commissioner Andy Beene	Present
Commissioner Charles Kaylor	Absent
Commissioner Michael May	Present

2nd Reading of Continuation Ordinance for Budget 2016-17

Mayor Doss "The first thing on agenda is the 2nd reading on the Continuation Ordinance for budget 2015-2016 I know it says 2016-2017 on our paper but its 2015-2016."

A motion to accept Ordinance 2016-1 was made by Commissioner Beene; 2nd by Commissioner May. Motion carried 3-0.

Pass Resolution to Adopt an Internal Control Policy

Mayor Doss "Second and final thing is to Pass Resolution to Adopt an Internal Control Policy and if you would Tracey kind of high lite what this is for us."

City Recorder Tracey Pankey "The state is now requiring that you have an internal controls policy in place by June 30. I'm mid ways thru typing it and soon as I get it typed I will give you all a copy of it. It's just how the money is taking in, who's handling the money and how it's processed just to show a segregation of duties, so that the same person who is taking in the money aint the one who's taking it to the bank, who's reconciling the bank statements just different things like that. It's just internal controls to show that there is a segregation of duties as much as possible for each municipality."

Commissioner May "Are you the one doing that or is Amanda the one doing that?"

City Recorder Pankey "Amanda takes in the money, her and Michelle work together to close out her drawer during the day, Amanda or I will take the bank bag and then I reconcile the bank statements every month."

Mayor Doss "And library does the same thing?"

City Recorder Pankey "Uh ha."

Mayor Doss "In my wife's office every employee whose duties is to handle money has their own box of money and each day they have to do this, they been doing it for years. I don't know if that's what this is?"

City Recorder Tracey Pankey "Yes and Amanda takes in all the money that comes thru and the only time any other cashier, myself and Michelle is considered cashiers for the city but the only time her and I ever have to handle any money is if Amanda is unavailable. But the internal control is to just show the segregation of duties."

A motion to accept Resolution to Adopt an Internal Controls Policy was made by Commissioner Beene; 2nd by Commissioner May. Motion carried 3-0.

A motion to adjourn was made by Mayor Doss; 2nd by Commissioner May. Motion carried 3-0.

Submitted by: Amanda Sulcer

Mayor, Ted Doss

City Recorder, Tracey Pankey

Date