

## Human Services Auditing Minutes

Date: Friday, March 15, 2019

Members Present: Anita Huffman & Herb Hanson

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Motion by Huffman, second by Hanson to approve all non-client related bills for payment in the amount of **\$150,278.61**. Motion carried.

Motion by Hanson, second by Huffman to convene in closed session to audit client related bills for payment. Motion carried.

All questions were answered or resolved.

Motion by Huffman, second by Hanson to reconvene in open session to approve client related bills. Motion carried.

Motion by Hanson, second by Huffman to approve client related bills for payment in the amount of **\$157,537.15**. Motion carried.

Grand total: **\$307,815.76**.

### ***Increase CYF petty cash amount on hand from \$200.00 to \$300.00:***

Discussed how an employee could request petty cash to pay for purchases and showed them the request slips. Also told them that each month someone from Administration balances the drawer when they collect the receipts to send through audit for approval. Motion by Hanson, second by Huffman to increase the petty cash amount to \$300.00. Motion carried.

Motion by Huffman, second by Hanson to adjourn the meeting. Motion carried.

Respectfully submitted,

Lisa Bergum  
Administrative Secretary