

Drummond Island Township Post-Audit Policy

All claims shall be approved by the township board prior to payment, except the following:

1. Payroll (election workers, sexton wages, etc.)
2. Utility bills (phone, electric, fuel, etc.)
3. Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved (identify specifically)

These claims shall be post-audited at the next board meeting following their issuance (for example, the payment schedule would indicate which payments were pre-authorized by policy and would need to be approved by the board at the regularly scheduled monthly meeting).

Last Review and Approval: _____