

WINDSOR CHARTER TOWNSHIP  
**Special Meeting of the Board of Trustees** - Tuesday, April 2, 2013  
TOWNSHIP MEETING ROOM, 300 W. Jefferson, Dimondale, MI – 7:30 P.M.

AMENDED

CALL TO ORDER. Meeting was called to order by supervisor Butler with the Pledge of Allegiance. Present: Butler, Dailey, Keefe-Lewis, Marsh, Braman, Blair, and Myers.

The Special Meeting was called for the purpose of reviewing the township finances for the prior four months.

Clerk Keefe-Lewis distributed to the board a packet documenting financial transactions made through March.

Butler started with voided checks from the general fund and the payroll account. For better accountability, the reason for voiding a check will be written, as well as any number of a subsequent check, on the voided check. One check is missing so the Treasurer will call the bank and stop payment on that check. **TREASURER WILL TRANSFR FUNDS FOR PAYMENT OF PENSION FUNDS TO HANCOCK.**

Also reviewed were federal taxes, including federal withholding taxes, federal tax transmittals for W2s and 1099s, quarterly federal and state tax forms, and payroll deductions for pension, deferred comp, and AFLAC. Myers suggested that the board do another review in a few months.

**ADJOURNMENT. Myers moved / Marsh seconded to adjourn the meeting at 9:20 p.m. Carried unanimously.**

Linda Keefe-Lewis, Clerk

SUPERVISOR:

DATE APPROVED:

CLERK: