

FEBRUARY 22, 2012

**GERMANY TOWNSHIP BOARD OF AUDITORS RECOMMENDATIONS
FOLLOWING THE COMPLETION OF THE 2011 AUDIT**

1. Make sure **all** time sheets have two signatures (some did not even have one!). All time sheets have someone who is responsible for providing the second signature, except in the case of the Road Master. It is our recommendation that one of the Supervisors step up to check the Road Master's time sheet each month and provide the required second signature.
2. Provide for the Road Master's monthly report to the Supervisors, a format to be used for his written and/or orally presented report. This report needs to include work our workers have done in Germany Township, work we have done in another township and work another township has done here in Germany Township. **All bills need to be expensed on a monthly basis.** Having a seven (7) month delay with any bill is unacceptable.
3. Increase the Germany Township Secretary position to a minimum of thirty (30) hours, covering five (5) days a week from 9am until 3pm each of these five (5) days. This is necessary in light of the additional state and county mandates, such as ACT 537, and the increased secretarial duties. Additionally the Secretary may provide the Road Master guidance and help with paper work. Her pay and benefits need to be commensurate with full time work.
4. The Secretary's two thousand dollar (\$2,000.00) pension needs to immediately be moved into an interest bearing account.
5. A daily stipend is set, using the government per diem based on location, to cover three (3) meals a day when employees attend an overnight conference.
6. We recommend that, due to liability issues, personally owned mechanical road equipment not be used for Germany Township business.