

**Milton Township Annual Audit Meeting  
and  
Budget Planning Meeting  
Wed., February 8, 2012  
5:30 p.m.  
Milton Town Hall**

**Audit Items**

**Treasurer**

- Copy of All Financial Bank Statements
- Verify Account Balances agree with Milton Township Report balances
- All Checks Accounted For and cleared bank
- All Receipts Accounted For and cleared the bank
- Copy of W-2's and 1099's Filed and 941 Report Form filed by Jan. 31, 2012
- Books Agree with Clerk

**Clerk**

- Journal/Binder of All Meeting Minutes for the Township
- Binder of Bills, Claim Sheets, Claims Reports, Check Stubs
- County Levy Report Filed
- Copy of 2011 Report Filed with the State – due March
- Copy of PERA forms filed
- Copy of Workman's Comp Report Filed
- Books Agree with Treasurer

**Budget Discussion**