

LEROY TOWNSHIP TRUSTEE MEETING MINUTES

The Leroy Township Trustees met in special session on Wednesday March 25, 2026, at 6 p.m. to approval final appropriations and discuss procedure for depositing funds for Township events. Meeting was held at the community center.

Present were Trustee and Chairman Linda Burhenne, Vice Chairman Roy Greig, Trustee Rich VanPelt, Fiscal Officer Lexi Brown.

Linda opened the meeting with the pledge.

Final Appropriations (Budget)

- Purpose: Submit final numbers and appropriations to county before April 1.
- Change from temporary appropriations: discovery of an unexpected \$144,000 county bill from prior year.
- Funding solution: use carryover funds from Motor Vehicle Gas Tax and Road & Bridge to cover portion.
- Effect on carryover: each affected fund will have roughly \$45,000–\$50,000 less carryover.
- No other substantive changes from temporary appropriations.
- Action: Motion to approve final budget and appropriations passed unanimously.

Depositing Cash From Events (Procedure)

- Rec board and softball events produce cash; previous practice had a member replacing cash with and writing a personal check.
- Auditor requirement: deposits must be made within a maximum of three days; one-day rule for amounts over \$1,000.
- Bank change: some banks no longer use deposit slips; new deposit process required.
- Solution implemented:
 - Fiscal Office developed a deposit form including: township and bank info, deposit date, log of cash/check, department source, depositor name.
 - Account number shown with only last four digits.
 - Bank will provide a receipt to the depositor after processing.
- Motion to approve use of the new deposit form passed unanimously.
- Implementation note: Township boards must adopt the process and ensure timely deposits (avoid three-day violation).

Motion made to adjourn meeting.
All in Favor

Next Trustee meeting will be April 7, 2026, at 6pm at the Community Center.

Linda Burhenne, Chairman, Trustee

Lexi Brown, Fiscal Officer