

ADAIR COUNTY COMMISSION MINUTES

**TUESDAY, AUGUST 28, 2012
12TH DAY JULY ADJOURNED**

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Mrs . Collop discussed having itemized receipts for all dinner tickets when out of town. Mileage

was also discussed. It was mutually agreed that effective today mileage will begin from the Courthouse when calculating the amount of miles driven to and from your destination.

Mrs. Collop presented the Adair County Accounting/Internal Control Policies procedure . She stated the County must provide a written copy of procedures implemented to ensure that the Schedule Expenditure of Federal Awards (SEFA) is prepared timely and accurately in accordance with Federal requirements , reviewed and approved by management , and supporting documentation be maintained for future auditing purposes per the U.S. Department of Justice. Each elected official will be presented with a copy of the procedure along with an acknowledgement of receipt they will need to sign and return to the County Clerk 's office. It was stressed that each Elected Official will be responsible for adhering to the guidelines put forth in the document.

Commissioner Adams moved to accept the Adair County Accounting /Internal Control Policies. Commissioner Thompson seconded the motion with all in favor.

The new policy will become effective today.

The Commission spent the rest of the day attending to County business. The Adair County Commission adjourned at 4:00p.m. on August 28, 2012.

IN REF. ORDER NO 12 Adair County Accounting /Internal Control Policies

IN REF. ORDER NO 13 Temporary Construction Easements for Bridge on
Normandy Way

Sandra Collop

ATTEST:

County Clerk

