

February 10, 2020

**PERCH LAKE TOWNSHIP  
BOARD OF AUDIT MINUTES**

Motions are tagged in bold. Meetings are recorded to facilitate preparation of minutes.

1. **CALL TO ORDER AND ROLL CALL.**

Chair Gary Harms called the Board of Audit meeting to order at approximately 8:00 p.m.

Members present: Chair Gary Harms, Supervisor Steve Olson, Supervisor Keith Depre, Treasurer Cheri DeMenge, and Clerk Lora Eames

2. **AGENDA**

**MOTION (Olson/Depre):** To approve the agenda as presented. Motion carried.

3. **AUDIT**

Both the Clerk and the Treasurer use the Minnesota State Auditor's computerized accounting system (CTAS); each officer keeps a separate notebook of records.

Board members reviewed and compared the Clerk's and Treasurer's records, and found everything in order as presented.

**MOTION (Olson/Depre):** Resolved, that the Town Board found the following to be true:

- (a) The Clerk's and Treasurer's records were in agreement; and
- (b) Both sets of records can be reconciled with the standard Schedule 1 "Statement of Receipts, Disbursements and Balances," and monthly bank statements.

Motion carried.

December 31, 2019, Ending Balance                      \$377,680.16

Some discussion focused on how the separate offices of Clerk and Treasurer, each performing the accounting on her own computer, allows each to "audit" the other's records. Also, the State Auditor provides some oversight by receiving and reviewing the Town's Annual Report. The Township has never undergone an annual audit.

*(In general, Minnesota law does not require a town with separate offices of clerk and treasurer to have an annual audit if (1) the town has a population of 2,500 or less, or (2) the town's annual revenue for the year ended December 31, 2019, is less than \$1,026,000.)*

4. **ADJOURNMENT**

Chair Harms adjourned the meeting at approximately 8:06 p.m. Motion carried.

Respectfully submitted,

Approved by Town Board

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Lora Eames, Clerk

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Gary Harms, Chair

As on 12/31/2019

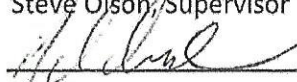
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	136,811.66	62,393.01	0.00	0.00	56,693.02	0.00	29,000.00	113,511.65	0.00	113,511.65
Road and Bridge	158,142.51	90,917.25	0.00	0.00	70,998.65	0.00	13,000.00	165,061.11	0.00	165,061.11
Town Hall Fund	(468.29)	6,436.96	0.00	6,000.00	7,562.31	0.00	0.00	4,406.36	0.00	4,406.36
Recycling Shed Fund	(1,165.40)	5,000.00	0.00	10,000.00	9,133.56	0.00	0.00	4,701.04	0.00	4,701.04
Road and Bridge Capital Improvements (CI)	64,000.00	0.00	0.00	26,000.00	0.00	0.00	0.00	90,000.00	0.00	90,000.00
<b>Total:</b>	<b>357,320.48</b>	<b>164,747.22</b>	<b>0.00</b>	<b>42,000.00</b>	<b>144,387.54</b>	<b>0.00</b>	<b>42,000.00</b>	<b>377,680.16</b>	<b>0.00</b>	<b>377,680.16</b>

**Signatures for Board of Audit**

**Supervisors:**

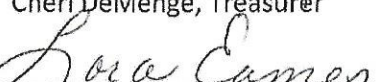
 2/10/20  
 Gary Harms, Chair

 2-10-2020  
 Steve Olson, Supervisor

 2-10-2020  
 Keith DePre, Supervisor

**Preparers**

 2-10-2020  
 Cheri DeMenge, Treasurer

 2-10-2020  
 Lora Eames, Clerk

**Reconciliation as of 12/31/2019**

**Banks**

Frandsen Bank & Trust:		\$294,791.04
Members Cooperative Credit Union		
Share Savings	6.22	
MCCU CD	82,882.90	
	<u>82,889.12</u>	\$82,889.12

Banks Total \$377,680.16

**Township Records**

Town Total \$377,680.16