

February 11, 2019

**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 (Depre/Olson): 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.

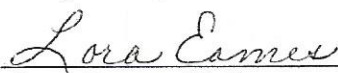
Motion carried.

December 31, 2018, Ending Balance \$357,320.48

4. **ADJOURNMENT**


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

Respectfully submitted,



Lora Eames, Clerk

Approved by Town Board



Gary Harms, Chair

5. **EXHIBITS**

- a. Exhibit A-1, Schedule 1 - Clerk (attached)
- b. Exhibit A-2, Schedule 1 - Treasurer (copy available upon request)

As on 12/31/2018

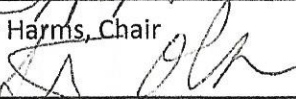
| Fund | Beginning Balance | Receipts | Sale of Investments | Transfers In | Disbursements | Purchase of Investments | Transfers Out | Ending Balance | Investment Balance | Total Balance |
|---|-------------------|-------------------|---------------------|------------------|-------------------|-------------------------|------------------|-------------------|--------------------|-------------------|
| General Fund | 190,372.50 | 61,925.93 | 0.00 | 0.00 | 51,486.77 | 0.00 | 64,000.00 | 136,811.66 | 0.00 | 136,811.66 |
| Road and Bridge | 138,770.10 | 92,054.57 | 0.00 | 0.00 | 72,682.16 | 0.00 | 0.00 | 158,142.51 | 0.00 | 158,142.51 |
| Town Hall Fund | 4,279.35 | 7,548.32 | 0.00 | 0.00 | 12,295.96 | 0.00 | 0.00 | (468.29) | 0.00 | (468.29) |
| Recycling Shed Fund | 2,534.75 | 5,000.00 | 0.00 | 0.00 | 8,700.15 | 0.00 | 0.00 | (1,165.40) | 0.00 | (1,165.40) |
| Road and Bridge Capital Improvements (CI) | 0.00 | 0.00 | 0.00 | 64,000.00 | 0.00 | 0.00 | 0.00 | 64,000.00 | 0.00 | 64,000.00 |
| Total: | 335,956.70 | 166,528.82 | 0.00 | 64,000.00 | 145,165.04 | 0.00 | 64,000.00 | 357,320.48 | 0.00 | 357,320.48 |

Signatures for Board of Audit

Supervisors:



 Gary Harms, Chair



 Steve Olson, Supervisor

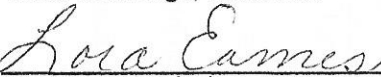


 Keith DePre, Supervisor

Preparers



 Cheri DeMenge, Treasurer



 Lora Eames, Clerk

Reconciliation as of 12/31/2018

Banks

| | | |
|----------------------------------|-----------|--------------|
| Frandsen Bank & Trust: | | \$276,088.92 |
| Members Cooperative Credit Union | | |
| Share Savings | 6.22 | |
| Basic Money market | 8.17 | |
| Business Basic CD | 81,217.17 | |
| | | \$81,231.56 |

Banks Total \$357,320.48

Township Records

Town Total \$357,320.48