

February 12, 2018

**PERCH LAKE TOWNSHIP
BOARD OF AUDIT MINUTES**

Motions are tagged in bold. Meetings are tape 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 7:45 p.m.

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

2. **AGENDA**

MOTION (Olson/DeLovely): 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 (DeLovely/Olson): 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, 2017, Ending Balance \$335,956.71

4. **ADJOURNMENT**

Chair Harms adjourned the meeting at approximately 7:50 p.m. Motion carried.

Respectfully submitted,



Lora Eames, Clerk

Approved by Town Board



Gary Harms, Chair

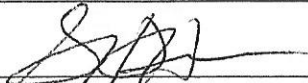
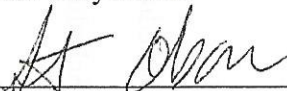
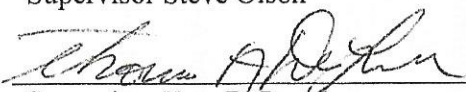
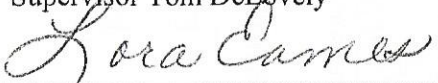

5. **EXHIBITS**

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

As on 12/31/2017

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	174,862.90	69,531.20	0.00	0.00	44,021.60	0.00	10,000.00	190,372.50	0.00	190,372.50
Road and Bridge	96,635.58	90,675.73	0.00	0.00	48,541.20	0.00	0.00	138,770.11	0.00	138,770.11
Town Hall Fund	2,583.94	1,044.86	0.00	5,000.00	4,349.45	0.00	0.00	4,279.35	0.00	4,279.35
Recycling Shed Fund	0.00	5,000.00	0.00	5,000.00	7,465.25	0.00	0.00	2,534.75	0.00	2,534.75
Total:	274,082.42	166,251.79	0.00	10,000.00	104,377.50	0.00	10,000.00	335,956.71	0.00	335,956.71

Signatures for Board of Audit

	February 12, 2018
Chair Gary Harms	Date
	February 12, 2018
Supervisor Steve Olson	Date
	February 12, 2018
Supervisor Tom DeLovely	Date
	February 12, 2018
Clerk Lora Eames	Date
	February 12, 2018
Treasurer Cheri DeMenge	Date

**Clerk
(Lora Eames)**