

February 12, 2024

**PERCH LAKE TOWNSHIP
BOARD OF AUDIT 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 Keith Depre, Treasurer Cheri DeMenge, and Clerk Lora Eames

2. **AGENDA**

MOTION (Depre/Olson): To approve the 2024 Board of Audit agenda as presented.
Motion carried.

3. **AUDIT**

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

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

MOTION (Depre/Olson): To approve the 2023 records from the Clerk and Treasurer based on the Town Board's determination that:

- The Clerk's and Treasurer's records are in agreement; and
- Both sets of records have been reconciled with the standard Schedule 1, "Statement of Receipts, Disbursements, and Balances," and monthly bank statements.

Motion carried.

December 31, 2023, Ending Balance \$283,425.43

4. **ADJOURNMENT**

Chair Harms adjourned the meeting at approximately 8:00 p.m.

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

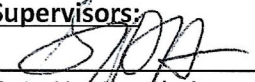
Gary Harms, Chair

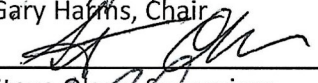
As on 12/31/2023

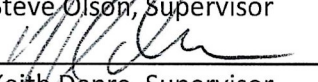
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	35,658.54	75,146.15	0.00	0.00	76,416.45	0.00	0.00	34,388.24	0.00	34,388.24
Road and Bridge	198,601.40	112,136.34	0.00	0.00	174,860.57	0.00	65,000.00	70,877.17	0.00	70,877.17
CARES/ARPA Fund	34,066.67	0.00	0.00	0.00	32,623.32	0.00	0.00	1,443.35	0.00	1,443.35
Town Hall Fund	15,492.25	13,648.77	0.00	0.00	17,221.70	0.00	0.00	11,919.32	0.00	11,919.32
Recycling Shed Fund	6,393.89	5,000.00	0.00	0.00	10,672.72	0.00	0.00	721.17	0.00	721.17
Road and Bridge Capital Improvements (CI)	99,076.18	0.00	0.00	65,000.00	0.00	0.00	0.00	164,076.18	0.00	164,076.18
Total :	389,288.93	205,931.26	0.00	65,000.00	311,794.76	0.00	65,000.00	283,425.43	0.00	283,425.43

Signatures for Board of Audit


Supervisors:

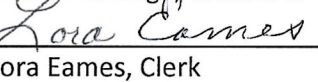

 Gary Harms, Chair 2/12/24
 Date


 Steve Olson, Supervisor 2-12-24
 Date


 Keith Depre, Supervisor 2-12-24
 Date

Preparers


 Cheri DeMenge, Treasurer 2-12-24
 Date


 Lora Eames, Clerk 2-12-24
 Date

Reconciliation as of 12/31/2023	
<u>Bank and Credit Union</u>	
Frandsen Bank & Trust:	
Balance	\$254,381.70
Minus Outstanding Checks	-\$60,002.00
	\$194,379.70
Members Cooperative Credit Union	
Share Savings	\$6.22
Business Money Market	\$2,504.97
Certificate of Deposit	\$86,534.54
	\$89,045.73
	\$283,425.43
<u>Township Records</u>	
Balance	\$283,425.43
	\$283,425.43
Town Total	\$283,425.43