

**APPROVED--** The Annual Township 2016 Audit meeting started at 5:00 pm CDT on February 8<sup>th</sup>, 2016, with Mr. Quam calling the meeting to Order.

PRESENT: Mr. Behrens (Clerk), Lisa Baldus (Treas.) and Supervisors Glenn Quam and David Hagre.

ABSENT: Supervisor James Hanson,

GUESTS: Ms. Diane Lund (Lund Tax and Accounting)

- **Treasure's Report** – Ms. Baldus/ Ms. Lund handed out a Schedule 2 called Statement of Receipts and Disbursements. Ms. Baldus/ Ms. Lund proceeded to go over the receipts section and bill section with the board.

The Supervisors proceeded to review the items in the disbursement list.

The Supervisors proceeded to pick six random check numbers and called out each check to Ms. Baldus. Ms. Baldus then proceeded to look each check up and specify the amount, the date and the person/entity that it was made out to.

Mr. Quam called out:

- CHK 6371 - Flag Work Lund Tax and Accounting – OK
- CHK 6489 - Braaten for Rock – OK
- CHK 6374 - Mike Wood – OK
- CHK 6513A – Mike Wood (reconciled at Lund Tax and Accounting to 6513) -- OK
- EFT 4042055 12/31/2015 \$516,840.61 CTAS Balance Entry -- OK

Mr. Hagre called out:

- CHK 6385 – Glenn Quam Payroll -- OK
- CHK 6449 – Freeborn Co for Chloride -- OK
- CHK 6486 – USPS for Post office box – OK
- EFT 4042047 9/22/105 \$2875.02 Olmsted County Ash/Bypass – OK
- EFT 4042045 12/22/2015 \$100 Rochester Public Schools -- OK

Ms. Lund then proceeded to balance the books with the CTAS software and the balance succeeded with no issues. Ms. Lund will then proceed to get the necessary reports ready for the annual meeting and also to be uploaded to the state.

The supervisors thanked Ms. Baldus and Ms. Lund for their hard work and effort on running the finances and reports for the township.

Ms. Lund stated that she had reconciled the books and the review came out favorably. The IRS quarterly payments have gone without a hitch.

Motion made by Mr. Quam to accept the treasures audit. Motion seconded by Mr. Hagre, motion approved.

**Adjournment** – Mr. Quam made motion to adjourn the audit meeting, motion seconded by Mr. Hagre, motion approved.

5:40 pm CDT

Respectively submitted by Terry Behrens (Clerk)