

MINUTES OF THE SPECIAL TOWN BOARD MEETING
February 16th, 6:00 PM at the Balkan Garage

In attendance: Chairman – Brad Strgar
Supervisor – Jennifer Tarnowski
Supervisor – Dirk VerSteeg
Clerk – Misty Hendrickson
Treasurer – Kent Fredeen

Purpose: To hold the Annual Board of Audit

At least once a year the town board must sit as the board of audit to audit and settle all charges against the town. Minn. Stat. § 366.20. The board of audit was performed February 16th, 2021.

The township board reviewed the bank statements for the money market accounts and all transactions in those accounts for the period of January 1st through December 31st, 2020.

The treasurer, Kent Fredeen, gave a summary for the petty cash process used in the office. There are internal controls for the petty cash process.

Three random claims were checked and followed through to the bank statements.

The treasurer laid out the entire year of receipts for audit. Random receipts were chosen and followed through to the bank statements for those respective receipts.

Many of the duties that must be performed at the annual board of audit under Minn. Stat. § 366.21 are a compilation of the activities the board has been performing at each regular town board meeting. All claims, receipts, and disbursements have been reviewed and approved for the fiscal year 2020.

All paperwork has been accounted for and all has been found to be in order.

The meeting adjourned at 8:00 PM.

Respectfully Submitted,

Misty Hendrickson, Clerk

(Clerk) Misty Hendrickson

(Board Chair) Brad Strgar