

MINUTES OF THE SPECIAL TOWN BOARD MEETING
February 1st, 2022 6:00 PM at the Balkan Garage

In attendance: Chairman – Brad Strgar
Supervisor – Dirk VerSteeg
Clerk – Misty Hendrickson
Treasurer – Kent Fredeen
Guests - 2 guests
Absent: Supervisor – Jennifer Tarnowski

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. There is one outstanding payment due to St Louis County for the installation of road signs, however, Balkan Township hasn't received a bill for the installation of the signs.

All bank statements and the complete receipts and disbursements registers for the period of January 1st through December 31st, 2021 were provided along with all supporting documentation and records for board review. The board of audit preparation and check list were used as a guide in the meeting to ensure accuracy of process.

The treasurer, Kent Fredeen, presented the procedures for use, documentation, and internal controls of the processes for paying bills, receipting money, reconciling bank statements, debit purchases and financial record keeping for the board's review.

Treasurer Fredeen also provided a breakdown of disbursements by fund, the year's claims history and a complete listing of all regular and miscellaneous receipts. Also, the yearly summary of revenue was provided to the board and explained.

There was one voided receipt for 2021, receipt number 13276. There was an error writing out the receipt and the clerk decided to void the receipt to keep the receipt legible.

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. During the regular town board meetings each claim presented for payment is reviewed and approved by the board. At the February 1st, 2022, annual board of audit, the board additionally and randomly selected claims, receipts, disbursements, and transfers and reviewed these records in detail to make sure everything was in order. There were no disallowed claims for the 2021 fiscal year.

The treasurer provided the beginning, as well as the end of year account balances for the board's review.

All paperwork for the fiscal year 2021 has been accounted for and all has been found to be in order.

The meeting adjourned at 8:09 PM.

Respectfully Submitted,

Misty Hendrickson, Clerk

(Clerk) Misty Hendrickson

(Board Chair) Brad Strgar