

# *Canosia Township*

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Town Board: Chair Kurt Brooks, Supervisor Kevin Connick, Supervisor Dan Golen  
Clerk Susan Krasaway, Treasurer Cheryl Borndal

## **Board of Audit Meeting Minutes**

January 31, 2018

Chair Brooks called the meeting to order at 6 p.m. Attending: Chair Kurt Brooks, Supervisor Kevin Connick, Supervisor Dan Golen, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Fire Chief Gene Stevens, Assistant Chief Clyde Mortinsen, and Rec Director Mike Ellingson.

The supervisors reviewed the 2017 financial records presented by the clerk and treasurer. The treasurer explained that all her year-end balances match the clerks'; however, she did explain why there was a discrepancy in their parks & rec receipts/disbursements: midway through the year, the treasurer had to make an "inter-fund" transfer in a specific way to comply with the State Auditor's recommendation. The discrepancy and explanation are noted in both financial books. The board also checked the balances against the bank statement.

The board followed the audit procedures recommended by the Minnesota Association of Townships: At random, they picked several disbursement claims (including payroll) and receipts from 2017. They compared those to the the clerk and treasurer record books and the claim form/accompanying documentation. The supervisors were satisfied with all verifications.

Motion by Connick, seconded by Golen, to approve the 2017 financial records of the township treasurer and clerk. Motion carried unanimously, 3 – 0.

The board signed both record books; they will also need to sign another copy which will be on display with the detailed financial records during the township election day and annual meeting on March 13.

Respectfully submitted,

Approved:

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Susan Krasaway, Clerk  
February 7, 2017

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Kurt Brooks, Chair  
February 7, 2017