**Minutes: Board of Audit Meeting**

February 5, 2020

Chair Comnick called the meeting to order at 5:30 p.m. Attending: Chair Kevin Comnick, Supervisor Dan Golen, Supervisor Kurt Brooks, Clerk Susan Krasaway, Treasurer Cheryl Borndal

The supervisors reviewed the 2019 financial records presented by the clerk and treasurer. The treasurer’s and clerk’s year-end balances all match. 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 disbursements (including payroll) and receipts from 2019 (including one that was voided). They compared those to the clerk and treasurer record books and the claim form/accompanying documentation. The supervisors were satisfied with all verifications.

Motion by Comnick, seconded by Brooks, to approve the 2019 financial records of the township treasurer and clerk. Motion carried unanimously, 3 – 0.

The board signed both record books, as well as another copy which will be on display with the detailed financial records during the township Election Day and Annual Meeting on March 10.

Motion by Comnick, seconded by Golen, to adjourn the meeting at 5:56 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted, Approved:

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Susan Krasaway, Clerk Kevin L. Comnick, Chair

March 4, 2020 March 4, 2020