

Canosia Township

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Town Board: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Comnick
Clerk Susan Krasaway, Treasurer Cheryl Borndal

BOARD OF AUDIT MEETING MINUTES **February 16, 2016**

ATTENDING: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Comnick, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Road Foreman Gary Oswell, Fire Chief Gene Stevens, and Assistant Chief Clyde Mortinsen.

Chair Brooks called the meeting to order at 5:30 p.m. and Supervisors Brooks and Comnick reviewed the 2015 year-end financial books presented by the clerk and treasurer. Supervisor Campbell arrived later in time to sign the records.

Motion by Comnick, seconded by Campbell, to approve the 2015 financial records of the Clerk and Treasurer.

Discussion: This year Brooks and Comnick followed the audit procedures recommended by the Minnesota Association of Townships: At random, they picked a handful of disbursement claims from 2015. They compared those to the bank statements, the clerk and treasurer's record books, and the actual claim form and accompanying documentation. They also did this for three random receipts, which were also compared against the triplicate receipt books. The supervisors were satisfied with all verifications. They also verified that the clerk and treasurer's account books were balanced for the year.

Motion carried unanimously, 3 – 0.

Treasurer Borndal will contact former treasurer Dave Beaudette about the exact financial report which must be displayed at the Annual Meeting. She will have this prepared for the supervisors to sign at the March 2 regular town board meeting.

Motion by Campbell, seconded by Brooks, to adjourn the meeting at 6:03 p.m.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
March 2, 2016

Kurt Brooks, Chair
March 2, 2016