

MINUTES
ANNUAL ORONOCO TOWNSHIP
BOARD OF AUDIT
FEBRUARY 3, 2020 8:40pm

The Oronoco Township Board of Audit was held on February 3, 2020 after the regular monthly meeting.

Chair Charlie Lacy called the Board of Audit to order.

Supervisors Ken Mergen and Tammy Matzke were present as were Treasurer Kim Stanton and Clerk Lucy Shonyo.

Kim Stanton outlined the audits that have already been completed: the CTAS State Auditor's Audit, the Report of Indebtedness for Olmsted County, and a PFA Audit related to our septic systems.

Kim Stanton presented the 2019 documents present for board review: schedule 1's, bank statements, receipts with documentation, monthly dashboards; and claims and accompanying documentation and CTAS reporting. There is a monthly 3 point audit he and Lucy Shonyo complete. The Treasurer and Clerk have independent CTAS systems. The Clerk enters claims from invoices (or payroll from time sheets) and prints the checks. The Treasurer manages receipts. Then the clerk enters receipts and the treasurer enters disbursements (payments). The clerk's and treasurer's Schedule 1's must match and both must balance with bank statements.

The Board randomly chose to examine July 2019 records: each claim with its original invoice from the vendor with CTAS documentation and the check stub indicating the amount paid matched the invoice. These claims were checked against bank statements. All were found to be correct.

Tammy Matzke made a motion to accept the documentation and findings presented. Ken Mergen second, motion carried 3-0.

Ken Mergen made a motion to adjourn the Board of Audit. Charley Lacy seconded, motion carried 3-0.

Respectfully Submitted,

Lucy Shonyo, Clerk

Charlie Lacy, Chair