

**MINUTES
ORONOCO TOWNSHIP
BOARD OF AUDIT - FEBRUARY 13, 2023**

The Oronoco Township Board of Audit met on February 13, 2023 at Oronoco City Hall. Chair Ken Mergen called the Board of Audit to order at 9:00pm. Supervisors Ken Mergen, Tammy Matzke and Joel Johannngmeier were present, as were Treasurer Kim Stanton and Clerk Lucy Shonyo.

Clerk Shonyo provided all 2022 original invoices, proof of correct payment (check stubs matching invoices), payroll documentation as well as a CTAS report of all claims paid (by vendor) in 2022.

The Board of Audit verified payment to the vendor invoice, checks printed and CTAS report documentation. The Board examined monthly files of invoices, payments and documentation. Treasurer Stanton provided schedule 1's, bank statements, receipts with documentation and monthly dashboards.

Supervisors had access to the clerk's and treasurer's CTAS (computer accounting program).

Specifically, the board examined receipts 1111, 1101, 1126, 1131, 1119 and 1121; claims 7512,7544, 7598, 7506,7544 and 7643. All PFA payments were examined: 7504, 7503, 7594, 7595.

There is a monthly 3 point audit the treasurer and clerk complete. The treasurer and clerk have independent CTAS systems. The clerk enters claims from invoices and payroll from time sheets, prints the checks and supporting CTAS reports. The treasurer enters 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. When discrepancies occur, they are described to the board in the monthly treasurer's report.

Treasurer Stanton has submitted the 2022 CTAS year-end financial report to the Office of State Auditor.

The Board of Audit found no irregularities.

Supervisor Matzke moved to adjourn at 9:55pm. Supervisor Johannngmeier second, motion carried 3-0.

Respectfully Submitted,

Lucy Shonyo, Clerk

Ken Mergen, Chair

Tammy Matzke, Supervisor

Joel Johannngmeier, Supervisor