

**Minutes**  
**ORONOCO TOWNSHIP**  
**BOARD OF AUDIT - FEBRUARY 10, 2025**

The Oronoco Township Board of Audit met on February 10, 2025 at Oronoco City Hall. Chair Ken Mergen called the Board of Audit to order at 7:40pm. Supervisors Ken Mergen, Joel Johannningmeier, and Tammy Matzke present, as were Treasurer Brandi Lind and Clerk Jody Schroeder.

Clerk Schroeder provided all 2024 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 2024.

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 Lind 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 for April and September and claims 7912, 7930, 7983, 10001, and 10046. All PFA payments were examined: 10008, 10009, 10084, and 10085.

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 Lind has submitted the 2024 CTAS year-end financial report to the Office of State Auditor.

The Board of Audit found no irregularities.

**Supervisor Matzke made a motion to adjourn at 7:55pm, second by Supervisor Johannningmeier. The motion carried unanimously.**

Respectfully Submitted,

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Jody Schroeder, Clerk

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Ken Mergen, Chair

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Tammy Matzke, Supervisor

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Joel Johannningmeier, Supervisor