

Avon Township Board of Audit Meeting Minutes

February 10, 2016

Call to order – Supervisor Richard Bresnahan called the meeting to order at 7:30 PM in the main chamber of the Avon Town Hall, 16881 Queens Road, Avon (MN).

Pledge of Allegiance – The pledge was recited.

Recording of Meeting – There was an announcement that the meeting would be recorded and then the recorder was turned on.

Roll Call – Present: Richard Bresnahan, John Merdan, Roger Nelson, Kelly Martini, and Stephen Saupe. Also present: Marion Gondringer (Deputy Clerk), Paul Buttweiler (Deputy Treasurer)

Approval of agenda – Nelson moved to approve the agenda as presented. Merdan second. All in favor. Motion carried. A typo was discovered in the minutes from the 2015 Audit Board meeting – Supervisor Nelson’s name should have been listed below the signature line.

Scheduled Business

1. **Examination of Claims** – The Supervisors audited the claims. The following claims were randomly selected. These are listed in Table 1. The claims were found to be in order. All were allowed. Merdan moved to accept the audit of the randomly selected claims. Nelson second. All in favor. Motion carried.
2. **Examine / Audit Town Accounts** – The financial records separately maintained by the Treasurer and by the Clerk (Deputy Clerk) were examined and compared. The numbers from the two independently maintained records were identical. Nelson moved to accept the financial records maintained by the Treasurer and Clerk (Deputy Clerk). Merdan second. All in favor. Motion carried. The Cash Control Summary Statements from 2015 maintained independently by both the Treasurer and Clerk (Deputy Clerk) are appended below.
3. **Bank Account Audit** – The bank records maintained by the Treasurer and Clerk (Deputy Clerk) were compared and matched. Nelson moved to approve the audit of the bank records maintained by the Treasurer and Clerk (Deputy Clerk). There are currently some outstanding checks. These will be examined at the next Supervisor meeting.
4. **Budget for 2017** – After examining the disbursements and receipts for 2015, the Supervisors determined the budget amounts for 2017 (Table 3).
5. **Levy for 2017** – Analyzing the financial status of the Township the Supervisors determined the levy amounts for 2017 (Table 2). The levy amounts for 2017 that will be recommended to the residents for approval at the Annual Meeting are: General Revenue - \$155,000; Road & Bridge - \$199,100; Fire - \$68,000; Capital Reserve - \$2,000 for a total levy of \$424,100 (Table 2). With the exception of the 2016 levy in which Township residents voted at the

Annual Meeting to add an additional \$2,000 to the levy for the control of aquatic invasive species, the levy total recommended by the Supervisors has not changed in more than five years. Merdan moved to approve and recommend to the residents at the Annual Meeting a total levy of \$424,100, with General Revenue - \$155,000; Road & Bridge - \$199,100; Fire - \$68,000; and Capital Reserve - \$2,000. Nelson second. All in favor. Motion carried.

- 6. **Financial Report** – The results of the audit were summarized in the Audit Board Report for 2016.
- 7. **Roles of Treasurer & Clerk** – To maintain a system of checks and balances, the Clerk receives most claims and receipts and supplies them to the Treasurer. Any claims or receipts first obtained by the Treasurer are shared with the Clerk. The Treasurer handles payment and record keeping. The Deputy Clerk audits all transactions. At each meeting, the Supervisors examine and approve the claims and payroll. Receipts will be made in triplicate. Nelson moved to approve the current method of maintaining Township checks and balances. Merdan second. All in favor. Motion carried.
- 8. **Adjournment** – Merdan moved to adjourn at 9:32 PM. Nelson second. All in favor. Motion carried.

Respectfully submitted,
Stephen Saupe, Clerk

Supervisor Approval:

Richard Bresnahan

Roger Nelson

John Merdan

Attest

Date

| Table 1: Summary of the 2015 claims audited at the 2016 Audit Board Meeting | | | | |
|--|-------------|---------------|----------------------|-----------------|
| Claim # | Date | Amount | Claim | Allowed? |
| 2701 | 11/4/2015 | \$273.94 | Ramler Trucking, DOT | Yes |
| 2760 | 10/7/2015 | \$20.96 | Albany Fleet | Yes |
| 2644 | 9/2/2015 | \$11.50 | Nelson - travel | Yes |
| 2630 | 8/8/2015 | \$212.00 | MAT Insurance | Yes |
| 2584 | 6/3/2015 | \$50.00 | CloudNet | Yes |
| 2556 | 5/5/2015 | \$374.85 | Merdan – road patch | Yes |
| 2552 | 4/1/2015 | \$74.43 | Melrose Implement | Yes |
| 2507 | 3/4/2015 | \$2,490.00 | Rinke-Noonan | Yes |
| 2482 | 2/4/15 | \$186.04 | Martini –supplies | Yes |
| 2474 | 1/7/2015 | \$107.00 | Tabs renewal | Yes |

| Table 2: Avon Township – Summary of Levy Amounts, 2013 - 2017 | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|
| Fund | 2013 | 2014 | 2015 | 2016 | 2017 |
| General Revenue | \$149,400 | \$153,900 | \$145,200 | \$149,700 | \$155,000 |
| Road & Bridge | \$201,200 | \$196,700 | \$205,900 | \$198,400 | \$199,100 |
| Fire | \$63,500 | \$63,500 | \$63,500 | \$66,000 | \$68,000 |
| Capital Reserve | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$2,000 |
| Total | \$424,100 | \$424,100 | \$424,100 | \$424,100 | \$424,100 |

Table 3: Avon Township Proposed Budget – Year 2017

| | Expense | Income | Levy Amount |
|---|----------------|---------------|----------------|
| GENERAL REVENUE | | | |
| Payroll – including PERA, Medicare, IRS, MN Revenue | 31,000 | | |
| Office Supplies | 1,000 | | |
| Mileage | 1,500 | | |
| Elections - judges, machines | 5,000 | | |
| Stearns County - Assessments, Taxation, etc | 13,500 | | |
| MN Assoc of Townships - Workers Comp | 7,000 | | |
| Township Association Dues | 1,700 | | |
| Legal Notices | 2,000 | | |
| Attorney Fees | 3,000 | | |
| Utilities | 7,500 | | |
| Compost / garbage | 1,000 | | |
| Facility Debt Payment | 76,000 | | |
| Miscellaneous | 9,300 | | |
| Permits, licenses, public hearings, etc. | | 2,000 | |
| Midcontinent Cable | | 2,500 | |
| Total | 159,500 | 4,500 | 155,000 |
| ROAD & BRIDGE | | | |
| Payroll – including PERA, Medicare, IRS, MN Revenue | 48,000 | | |
| Road maintenance & repair | 11,300 | | |
| Fuel | 11,000 | | |
| Truck maintenance | 14,000 | | |
| Salt sand | 18,000 | | |
| Shop Materials | 1,200 | | |
| Reconstruction & improvements | 125,600 | | |
| Signs | 2,000 | | |
| Gas & gravel tax | | 32,000 | |
| Total | 231,100 | 32,000 | 199,100 |
| FIRE | | | |
| Fire protection fees | 68,000 | | |
| Total | 68,000 | 0 | 68,000 |
| CAPITAL IMPROVEMENT | | | |
| Capital fund | 2,000 | | |
| Total | 2,000 | 0 | 2,000 |
| Grand Total | 460,600 | 36,500 | 424,100 |

TREASURER FINANCIAL REPORT - YEAR ENDING 2015

Avon Township

For the Period 01/01/2015 to 12/31/2015


| Name of Fund | Beginning Balance | Total Receipts | Total Disbursed | Ending Balance |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Revenue | \$ 86,772.05 | \$ 175,507.61 | \$ 165,729.40 | \$ 96,550.26 |
| Road and Bridge | \$ 52,341.94 | \$ 231,764.83 | \$ 95,491.43 | \$ 188,615.34 |
| Fire | \$ 6,097.17 | \$ 1,000.00 | \$ 200.00 | \$ 1,800.00 |
| Road Damage Deposit | \$ 1,000.00 | \$ 62,191.51 | \$ 62,464.00 | \$ 5,824.68 |
| Capital Reserve Fund | \$ 52,696.92 | \$ 9,802.68 | \$ 264.16 | \$ 62,235.44 |
| TOTALS | \$ 198,908.08 | \$ 480,266.63 | \$ 324,148.99 | \$ 355,025.72 |

Bank Accounts and Balances for year ending 2015

| | | | |
|---------------------------------------|----------------|----------------------|---------------|
| Avon Checking: | \$ 51,903.84 | Checking Avon: | \$ 18,969.94 |
| outstanding checks: | \$ (32,933.90) | MMR Avon Bank: | \$ 225,805.30 |
| Checking Balance: | \$ 18,969.94 | MMR Credit Union: | \$ 110,250.48 |
| Total Balance in all accounts: | | \$ 355,025.72 | |


Richard Bresnahan - Supervisor

02-10-2016
Date

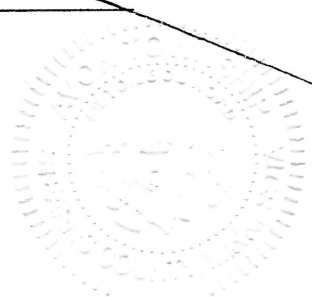

John Merdan - Supervisor

02-10-2016
Date


Roger Nelson - Supervisor

02-10-2016
Date



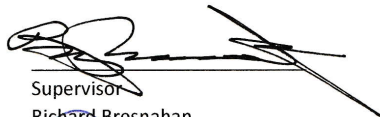
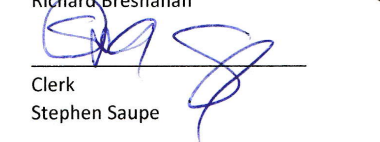



Clerk Financial Report as of 12/31/2015

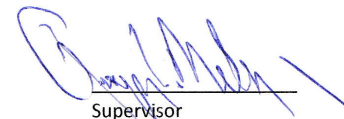
| <u>Account Name</u> | <u>Beginning Balance</u> | <u>Receipts</u> | <u>Disbursements</u> | <u>Ending Balance</u> |
|----------------------|--------------------------|----------------------|----------------------|-----------------------|
| General revenue | \$ 86,772.05 | \$ 175,507.61 | \$ 165,729.40 | \$ 96,550.26 |
| Road and bridge | \$ 52,341.94 | \$ 231,764.83 | \$ 95,491.43 | \$ 188,615.34 |
| Fire | \$ 1,000.00 | \$ 1,000.00 | \$ 200.00 | \$ 1,800.00 |
| Road Damage Deposit | \$ 6,097.17 | \$ 62,191.51 | \$ 62,464.00 | \$ 5,824.68 |
| Capital Reserve Fund | \$ 52,696.92 | \$ 9,802.68 | \$ 264.16 | \$ 62,235.44 |
| Total | \$ 198,908.08 | \$ 480,266.63 | \$ 324,148.99 | \$ 355,025.72 |

Bank Account Balances (12/31/2015)

| | |
|-------------------------------------|----------------------|
| Checking (Avon State Bank) | \$ 51,903.84 |
| Outstanding Checks | \$ 32,933.90 |
| Ending Checkbook Balance | \$ 18,969.94 |
| Money Market (Avon State Bank) | \$ 225,805.30 |
| Money Market (Credit Union) | \$ 110,250.48 |
| End of the Year Bank Balance | \$ 355,025.72 |


 Supervisor
 Richard Bresnahan

 Clerk
 Stephen Saupe


 Supervisor
 John Merdan


 Supervisor
 Roger Nelson

