

# Avon Township Board of Audit Meeting Minutes

## February 8, 2017

**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) and welcomed guests.

**Pledge of Allegiance** – The pledge was recited.

**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** – A conversation with the Assessor’s Office was added to the agenda. Nelson moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

### Scheduled Business

1. **Examination of Claims** – The Supervisors audited the claims. A person attending the meeting (Professor Hiroshi Unoura) randomly selected one claim from each month. The selected claim was then examined and compared to the records maintained independently by the Treasurer and the Clerk/Deputy Clerk. The Supervisors made separate motions to allow each claim. Nelson moved to allow the claims from January, March, April, May, June, July, September, November and December. Merdan seconded all motions. All Supervisors voted in favor of each motion. All motions carried. Merdan moved to allow the claims from February, August and October. Nelson seconded these motions. All Supervisors voted in favor of these motions. All motions carried. The claims were found to be in order. All were allowed. A summary of claims examined and allowed is give in **Table 1**. The Supervisors noted that the claim to Rinke-Noonan for legal services was reimbursed to the Township by the affected resident. Nelson moved to accept the audit of the randomly selected claims. Merdan second. All in favor. Motion carried.

<b>Table 1: Summary of the 2016 claims audited at the 2017 Audit Board Meeting</b>				
<b>Claim #</b>	<b>Date</b>	<b>Amount</b>	<b>Claim</b>	<b>Allowed?</b>
2732	Jan 6, 2016	\$21.04	Mileage – Clerk	Yes
2755	Feb 3, 2016	\$44.02	Mileage – Clerk	Yes
2771	Mar 2, 2016	\$602.51	Xcel Energy – electric	Yes
2801	Apr 6, 2017	\$4.77	Albany Fleet	Yes
2821	May 4, 2016	\$588.00	Rinke Noonan Attorneys	Yes
Check 8621	June 1, 2016	\$271.33	Employee brushing work	Yes
2864	July 6, 2016	\$100.00	Short course registration	Yes
2890	Aug 3, 2016	\$200.00	Driveway deposit return	Yes
2915	Sept 7, 2016	\$58.67	Century Link – internet	Yes
2938	Oct 5, 2016	\$500.00	BlueLink – website	Yes
2959	Nov 2, 2016	\$28.00	Opatz Metals	Yes
2992	Dec 7, 2016	\$187.87	Excel Energy	Yes

2. **Examine / Audit Town Accounts** – The year-end financial records maintained independently by the Treasurer (**Figure 1**) and by the Clerk/Deputy Clerk (**Figure 2**) were examined and compared. The 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.
  
3. **Bank Account Audit** – The bank account balances independently maintained by the Treasurer and Clerk (Deputy Clerk) were examined and compared (*appended below*). Nelson moved to approve the audit of the bank records maintained by the Treasurer and Clerk (Deputy Clerk).
  
4. **Saint John’s Solar Project** – Supervisor Bresnahan reported that he spoke with representatives from the County Assessor’s office about royalties from this project. The Town will receive funds as an addition to the property tax distribution, but at this point in time there is no estimate of the amount that the Town will receive.
  
5. **Budget for 2018** – After examining the disbursements and receipts for 2016, the Supervisors determined the budget amounts for 2018. These are listed in **Table 2**.
  
6. **Levy for 2017** – Analyzing the financial status of the Township, the Supervisors determined the levy amounts for 2018 (**Table 3**). The levy amounts for 2018 that will be recommended to the residents for approval at the Annual Meeting are: General Revenue - \$162,000; Road & Bridge - \$196,100; Fire - \$63,000; Capital Reserve - \$3,000 for a total levy of \$424,100 (Table 3). The levy total recommended by the Supervisors has not changed in more than five years. Nelson moved to approve and recommend to the residents at the Annual Meeting a total levy of \$424,100, with General Revenue - \$162,000; Road & Bridge - \$196,100; Fire - \$63,000; and Capital Reserve - \$3,000. Merdan second. All in favor. Motion carried.

<b>Table 3: Avon Township – Summary of Levy Amounts, 2013 - 2018</b>						
<b>Fund</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
General Revenue	\$149,400	\$153,900	\$145,200	\$149,700	\$155,000	\$162,000
Road & Bridge	\$201,200	\$196,700	\$205,900	\$198,400	\$199,100	\$196,100
Fire	\$63,500	\$63,500	\$63,500	\$66,000	\$68,000	\$63,000
Capital Reserve	\$10,000	\$10,000	\$10,000	\$10,000	\$2,000	\$3,000
<b>Total</b>	<b>\$424,100</b>	<b>\$424,100</b>	<b>\$424,100</b>	<b>\$424,100</b>	<b>\$424,100</b>	<b>\$424,100</b>

7. **Financial Report** – The results of the audit were summarized in the Audit Board Report for 2017.

- 8. **Adjournment** – Merdan moved to adjourn at 9:38 PM. Nelson second. All in favor. Motion carried.

Respectfully submitted,  
Stephen Saupe, Clerk

Clerk signature: \_\_\_\_\_ date: \_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_  
Richard Bresnahan

\_\_\_\_\_  
John Merdan

\_\_\_\_\_  
Roger Nelson

**Table 2: 2018 Proposed Budget**

<b>Avon Township Proposed Budget – Year 2018</b>			
	2018		Levy
	Expense	Income	Amount
<b>GENERAL REVENUE</b>			
<b>Payroll</b> - including meeting wages, monthly stipends, PERA, Medicare, IRS, MN Revenue	38,000		
<b>Office</b> - printers, furniture, expendable supplies, postage	1,200		
<b>Mileage</b>	1,500		
<b>Elections</b> - judge stipends, machine maintenance, County admin. fees	5,000		
<b>Financial</b> - County assessments, Truth-in-taxation, safe deposit box, bank fees, consultant fees	14,600		
<b>Insurance</b> - MAT Workers Comp; building, vehicles	7,000		
<b>Township Administration</b> - MAT Dues, workshops, conferences	2,500		
<b>Legal</b> - Notices	2,000		
<b>Legal</b> - Attorney fees	3,000		
<b>Utilities</b> - electric, internet, propane, septic	7,500		
<b>Utilities</b> - compost site; garbage; sanitation	1,200		
<b>Town Hall (Financial)</b> - Facility debt payment; land tax	77,000		
<b>Town Hall (Maintenance)</b> - landscaping, windows, cleaning supplies	250		
<b>Town Hall</b> - including awards, celebrations, memorials, meetings	250		
<b>Miscellaneous</b>	6,000		
<b>Receipts (Permits &amp; Fees)</b> - CUP; IUP; Variances; Cert of Compliance; Plat signing; Alcoholic beverages license; Driveway; Noise		2,000	
<b>Receipts (Services)</b> - Special assessment searches		500	
<b>Receipts: Royalties</b> (i.e., Midcontinent Cable)		2,500	
<b>Total</b>	<b>167,000</b>	<b>5,000</b>	<b>162,000</b>
<b>ROAD &amp; BRIDGE</b>			
<b>Payroll</b> – maintenance worker & plow drivers including PERA, Medicare, IRS, MN Revenue	48,000		
<b>Roads</b> - Reconstruction & improvements	129,700		
<b>Roads</b> - maintenance & repair; crack filling	18,000		
Fuel, oil	4,000		
Truck maintenance & registrations	14,000		
Salt sand	10,000		
Shop Materials	1,200		
<b>Mowing</b> - tractor rental, equipment purchase	1,800		
<b>Weed control</b> - chemicals, spray equipment	500		
Animal Control	100		
Signs	800		
<b>Receipts (County)</b> - Gas & gravel tax		32,000	
<b>Total</b>	<b>228,100</b>	<b>32,000</b>	<b>196,100</b>
<b>FIRE</b>			
Fire protection fees	63,000		
<b>Total</b>	<b>63,000</b>	<b>0</b>	<b>63,000</b>
<b>CAPITAL IMPROVEMENT</b>			
<b>Capital fund</b> - including voting machines			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3,000</b>
<b>Grand Total</b>	<b>458,100</b>	<b>37,000</b>	<b>424,100</b>

Statement of Receipts, Disbursements and Balances (Schedule 1)											2/8/2017
Avon Township											
As on 12/31/2016											
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance	
General Fund	96,550.26	173,208.84	0.00	0.00	165,555.43	0.00	0.00	104,203.67	0.00	104,203.67	
Road and Bridge	188,615.34	253,284.91	0.00	0.00	406,024.25	0.00	0.00	35,876.00	0.00	35,876.00	
Road Damage Deposit	1,800.00	1,200.00	0.00	0.00	950.00	0.00	0.00	2,050.00	0.00	2,050.00	
Fire Fund	5,824.68	65,489.46	0.00	0.00	62,617.00	0.00	0.00	8,697.14	0.00	8,697.14	
General Capital Projects	62,235.44	9,936.23	0.00	0.00	5,491.72	0.00	0.00	66,679.95	0.00	66,679.95	
<b>Total :</b>	<b>355,025.72</b>	<b>503,119.44</b>	<b>0.00</b>	<b>0.00</b>	<b>640,638.40</b>	<b>0.00</b>	<b>0.00</b>	<b>217,506.76</b>	<b>0.00</b>	<b>217,506.76</b>	

Bank Accounts and Balances for year ending 2016

Avon Checking:	\$ 15,349.59	Checking Avon State Bank:	\$ 11,546.89
Outstanding checks:	\$ 3,802.70	MMR Avon State Bank:	\$ 196,319.71
Checking Balance:	\$ 11,546.89	MMR Credit Union:	\$ 10,759.12
		TOTAL BALANCE in all accounts:	\$ 218,625.72

Cancelled checks: #6279 #7856 #5562 for a total of \$ 1,118.96 which is the difference of bank total of \$ 218,625.72 (minus) books \$ 217,506.76 (equals) \$ 1,118.96


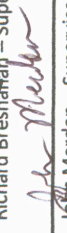
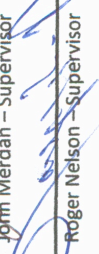
	Richard Bresnahan – Supervisor	Date	2.8.17
	John Merdan – Supervisor	Date	2.8.17
	Roger Nelson – Supervisor	Date	2-08-17

Figure 1. Treasurer End-of-year financial statement

<b><u>Clerk Financial Report as of 12/31/2016</u></b>				
<u>Account Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Bank Balance</u>
General revenue	\$ 96,550.26	\$ 173,208.84	\$ 165,555.43	\$ 104,203.67
Road and bridge	\$ 188,615.34	\$ 253,284.91	\$ 406,024.25	\$ 35,876.00
Road Damage Deposit	\$ 1,800.00	\$ 1,200.00	\$ 950.00	\$ 2,050.00
Fire	\$ 5,824.68	\$ 65,489.46	\$ 62,617.00	\$ 8,697.14
Capital Reserve Fund	\$ 62,235.44	\$ 9,936.23	\$ 5,491.72	\$ 66,679.95
<b>Total</b>	<b>\$ 355,025.72</b>	<b>\$ 503,119.44</b>	<b>\$ 640,638.40</b>	<b>\$ 217,506.76</b>
				<b>Column total</b>
				<b>217,506.76</b>
				<i>Cross check</i>

<b><u>Bank Account Balances (12/31/2016)</u></b>	
Checking (Avon State Bank)	\$ 15,349.59
Outstanding Checks	\$ 3,802.70
Deposits in Transit	\$ -
Checking Balance (Avon State Bank)	\$ 11,546.89
Money Market (Avon State Bank)	\$ 196,319.71
Money Market (Credit Union)	\$ 10,759.12
<b>End of the Year Bank Balance Total</b>	<b>\$ 218,625.72</b>
<b>Minus prior years voided checks</b>	<b>\$ 1,118.96</b>
<b>Total</b>	<b>\$ 217,506.76</b>




 Supervisor Richard Bresnahan	 Supervisor John Merdan
Clerk Stephen Saupe	 Supervisor Roger Nelson

Figure 2. Clerk/Deputy Clerk End-of-year financial statement