

Approved

**Lutsen Township Board
Audit of 2020 Records Meeting Minutes
February 2, 2021
Lutsen Town Hall**

Due to the Emergency declared by Governor Walz under MN Statutes Chapter 12, the Health Pandemic that is Covid 19 labeled by the CDC and orders declared by MN Executive Order 20-20 the following meeting shall be conducted entirely through teleconferencing or other electronic means.

Present via Zoom: Sharon Hexum-Platzer, Paul Goettl as Deputy Treasurer Carl Friesner, Lollie Cooper, Colleen Brennan

Call to Order: Meeting called to order at 6:30 pm by chairperson C Friesner

Pledge of Allegiance: The Flag was presented, followed by the Pledge of Allegiance.

Approval of Agenda: A motion was made by C Friesner and seconded by L Cooper to approve the agenda; motion passed unanimously.

Board of Audit Business: Review/Audit and Approval of 2020 Financial Records

- Deputy Treasurer P Goettl asked Clerk for amount of CARES Act [Covid 19 support monies] and how that impacted total receipts and end-of-year amounts. He also asked about how an audit of expenditures would be handled. CARES amount was \$10900 with all monies disbursed and documented in report to State Auditor's office and copies on file in Town office.
- Clerk Hexum-Platzer explained the process for checking financial results between Treasurer Ashley VanDoren and Clerk Hexum-Platzer records. Due to Covid 19 mandates and need for non in-person meetings, supervisors came to the Town Hall January 30 and randomly chose months of data to review. They used 2020 year-end report including the Cash Control Statements, Receipts Register, Receipts Ledger, Disbursement Ledger. She showed the supervisors each of the documents. Clerk and treasurer keep separate data accounts for systematic check and balance. At regular monthly board meetings, supervisors review all claims and payroll claims as part of check and balance system.
- Financial data was reviewed individually by each supervisor who check receipts and claims, and payroll claims – March, July and October were randomly chosen for comparison with the end of year records: receipts register and/or distribution ledger provided in a separate binder. These data are reflected in the Cash Control Statement which they signed.
- Note: the Audit fiscal statement was available for any interested individuals using the tabs on the Home page of website lutsentownship.com to which they were directed on posted notices.
- The 2020 audit binder and all months are available for review in the Township Office.
- As required the clerk uploads 2020 data to MN Office of State Auditor by March 31, 2021.

C Friesner made the motion to approve the audit review /results for fiscal year January 1, 2020 through December 31, 2020. L Cooper seconded. Motion passed. This Board of Audit fiscal statement signed by the board members will be shared at the March Annual Township Meeting.

Beginning Balance:	\$476,847.90
Total Receipts:	\$339,860.10
Total Disbursements:	\$317,775.63
Ending Balance:	\$501,973.21 (outstanding checks of \$3,040.84)

Citizen Comments: None

Adjournment: C Friesner made a motion to adjourn the meeting, seconded by C Brennan; motion carried. Meeting adjourned at 6:40 pm.

Respectfully Submitted,

S Hexum-Platzer Clerk

C Friesner Chairperson