

Approved

## LUTSEN TOWN BOARD OF AUDIT MEETING

February 1, 2022

### Minutes

**Attendees:** Samantha McQuatters-Spangle, Chris Homyak, Lollie Cooper, Carl Friesner, Sharon Hexum-Platzer, Ashley VanDoren

**Call to Order:** Chairperson, C Friesner called the meeting to order at 6 p.m. with the Pledge of Allegiance:

**Approval of Agenda:** C Friesner motioned to approve the agenda. L Cooper seconded; motion passed.

**Review/Audit and Approval of 2021 Financial Records:** Clerk Hexum-Platzer explained the process of supervisors randomly choosing a month folder to compare receipts and disbursements to the records in the audit binder from CTAS [City & Town Accounting System – our accounting program] documents. Months chosen- April, June, September and December. Question included how board payroll and some claims are split between the General and the Fire Funds. After review, supervisors signed the Financial Record for 2021. Witnessed by the clerk and treasurer. This document will be on display at the Annual Meeting. All records are available in the town office for review.

**Citizens' Comments:** None

**Adjournment:** C Friesner motioned to adjourn at 6:15. L Cooper seconded. Motion passed.

Approved

## LUTSEN TOWN BOARD BUDGET PLANNING MEETING

February 1, 2022

### Minutes

**Attendees:** Samantha McQuatters-Spangle, Chris Homyak, Lollie Cooper, Carl Friesner, Sharon Hexum-Platzer, Ashley VanDoren and Matt Kartes

**Call to Order:** C Friesner called the meeting to order at 6:32 with the Pledge of Allegiance.

**Approval of Agenda:** C Friesner motioned to approve the agenda; C Homyak seconded. Motion passed.

**Review of 2021 & 2022 General Budget and Planning of Proposed 2023 Budget:** Treasurer A VanDoren explained the handouts to be used for budget planning with the columns to the right on each page showing budget and actual costs for years 2018 through 2021. Line by line the items were discussed with comparisons with the previous years and questions on why some costs were higher or lower than the proposed budget items as well as increased costs of some items. The budget plan will be available on the home page of lutsentownship.com and at the Annual Meeting in March with the final review in August for any adjustments.

**Proposed 2023 General Town Budget: \$31400. This does not include all requested donations.**

**Proposed 2023 Fire Administration Budget: \$33, 250**

**Review of 2021 & 2022 Fire and EMS Budgets and Planning of Proposed 2023 Budget:** Again the line by line items were discussed and compared to previous years while considering future needs and inflation costs.

**Proposed Fire and EMS Budgets and Planning of Proposed 2023 Budget: \$101,500**

**Proposed Levy amount currently is \$180,000 which is less than the budget due to other sources of monies the Township receives [grants, reimbursements, donations].**

**Citizen Comments:** None

**Adjournment:** C Friesner motioned to adjourn at 7:45. L Cooper seconded. Motion passed.

Approved