

Approved

**Lutsen Township Board
Audit of 2019 Records Meeting Minutes
February 4, 2020
Lutsen Town Hall**

Present: Sharon Hexum-Platzer, Paul Goettl, Ashley VanDoren, Carl Friesner, Elis Walch, Andrew Beavers

Call to Order: Meeting called to order at 6:00 pm by chairperson A Beavers

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

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

Board of Audit Business: Review/Audit and Approval of 2019 Financial Records

- Clerk Hexum-Platzer presented and explained the process for checking financial results between Treasurer and Clerk Hexum-Platzer records using 2019 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. Supervisors review all claims at monthly meetings as part of check and balance system.
- Financial data was reviewed individually by each supervisor. Each randomly chose a month to check receipts and claims, and payroll claims – May, June, and September were chosen. They compared these against the receipts register and distribution ledger provided in a separate binder. These data are reflected in the Cash Control Statement.
- The 2019 audit binder and all months are available for review in the Township Office.
- As required the clerk uploads 2019 data to MN Office of State Auditor by March 31, 2020.

C Friesner made the motion to approve the audit review /results for fiscal year January 1, 2019 through December 31, 2019. E Walch seconded. Motion passed. Board of Audit document of fiscal period is to be signed by the board members which will be shared at the March Annual Township Meeting.

Beginning Balance:	\$372,076.59
Total Receipts:	\$415,414.47
Total Disbursements:	\$310,643.16
Ending Balance:	\$476,847.90

Citizen Comments: None

Adjournment: A Beavers made a motion to adjourn the meeting, seconded by E Walch; motion carried. Meeting adjourned at 6:16 pm.

Respectfully Submitted,

S Hexum-Platzer Clerk

_____ Chairperson