



Forest Township
Rice County
3625 Millersburg Boulevard
Faribault, Minnesota

Wednesday February 5, 2020
7:00 PM
Board of Audit Meeting minutes

1. CALL MEETING TO ORDER

Chairman Ron Gernandt called the meeting to order at 6:10 pm.

Members Present: Ron Gernandt, Charlie Peters, William Malecha, Elaine Trnka, Ashley Anderson

2. APPROVE MEETING MINUTES FROM MARCH 6, 2019.

Ashley read the minutes from the 2019 Board of Audit meeting.

Bill made a motion to approve the minutes. Charlie seconded the motion. All voted in favor and the motion carried.

3. BUSINESS

The following 2019 reports were presented by to the Town Board Supervisors:

- Cash Control Statement
- Disbursements Ledger
- Disbursements Register
- Receipts Ledger
- Receipts Register
- Statement of Receipts and Disbursements
- Statement of Receipts, Disbursements and Balances (Schedule 1)

Elaine and Ashley have balanced all clerk and treasurer funds and accounts, and all match and each receipt and disbursement is accounted for. Elaine and Ashley walked the supervisors

through each report and explained how they report all monies received and disbursed from the township.

The township currently uses many different account numbers to designate different road and ditch work. Elaine asked if the supervisors wanted that level of detail or if we could consolidate into two road and bridge account numbers: snow and ice removeable and road and ditch repair.

Bill made a motion to consolidate road and bridge work into two account numbers. Charlie seconded the motion. All voted in favor and the motion carried.

Elaine informed the supervisors that the State of MN payroll taxes are taken from the State Bank account via EFT after Elaine completes the form each quarter.

Charlie made a motion to approve all future electronic fund transfers for the State of MN payroll taxes. Bill seconded the motion. All voted in favor and the motion carried.

The supervisors each chose a receipt and a disbursement and Elaine and Ashley verified they each had documentation for each chosen receipt and claim.

The 2019 receipts, claims, and statements were examined, audited, and approved.

4. ADJOURN

Bill made a motion to adjourn the meeting at 6:45 p.m. Charlie seconded the motion. All in favor and the motion carried.

Respectfully submitted by Ashley Anderson, Clerk, Forest Township.