

February 5, 2019 @ 7:00pm Internal Audit

Chairman Jeff Schommer called the meeting to order. Supervisors present Jim Roach, Dustin Foss, Treasurer Dominic Henderson and clerk A. Anderson. Also present were Dave Hauser, Darlene Roach and Mary Reedy from CliftonLarsonAllen, the firm conducting the external audit.

2018 Internal Audit minutes were reviewed. J. Roach made a motion to accept the minutes, D. Foss seconded. Motion carried.

J. Schommer turned the meeting over to the Treasurer. Henderson stated the purpose of the meeting is for the board to have a chance to review all receipts, disbursements, etc. from 2018 and insure proper accounting practices.

There was a question regarding a credit card policy. M. Reedy's firm will look into credit card policies and made a recommendation after the audit is complete.

M. Reedy did state they would recommend having a credit card policy in place. Stating for such a small township there are a large number of credit cards.

The board reviewed random receipts and disbursements from clerk.

Henderson reviewed payroll and stated there should be start and stop times for payroll.

2018 Year End Balances:

Receipts	\$677,872.76
Disbursements	593,364.49
Ending Balance	\$913,702.11

Treasurer's records balance with Bremer Bank and clerks records agree with the treasurer's.

March 8, 2019 @ 6:00pm was set for the External Audit Review meeting.

J. Schommer made a motion to adjourn the internal audit, D. Foss seconded. Motion carried.

Respectfully Submitted,

Anna Anderson
Clerk