

January 18, 2022 @ 7:00pm

Internal Audit Meeting

Present – Chair Bob Steele, Supervisor Jim Roach; Treasurer Mary Zabilla; clerk A. Anderson.

Called to Order – B. Steele called the Internal Audit meeting to order at 6:54pm.

Approval of Minutes – 2021 Internal Audit Minutes were reviewed. B. Steele made a **motion (1)** to approve the 2021 Internal Audit Minutes, seconded by J. Roach. Motion carried; all were in favor.

2021 Financials

- Beginning Balance \$1,087,204.32
- Receipts 588,704.18
- Disbursements 522,139.50
- **Ending Balance** \$1,153,769.00 (December 31, 2021)

Clarification - Clerk’s records did not start the year in sync with the treasurers records due to two claims from 2020 that Fire Safety USA had never received (claims 9323 & 9324). A stop payment was placed on both and Clerk reissued payment in 2021 (claims 9439 & 9440). Clerk worked with State Auditor’s office to correct the records.

Supervisors reviewed random claims from clerk to treasurer and all were in order.

After review of the 2021 financial records of the Treasurers, Clerks, Paper Plan-it (private reconciliation company) and Bremer Bank all reconciled with an ending balance of \$1,153,769.00.

J. Roach made a **motion (2)** to accept the reconciliation of the township financials for 2021 that were in order, seconded by B. Steele. Motion carried; all were in favor.

J. Roach made a **motion (3)** to adjourn the 2021 Internal Audit meeting, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Bob Steele
Chair