

# Canosia Township

4896 Midway Road  
Duluth, Minnesota 55811  
Voice/Fax 218-729-9833

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Town Board: Chair Kevin Connick, Supervisor Kurt Brooks, Supervisor Dan Golen  
Clerk Susan Krasaway, Treasurer Cheryl Borndal

## **BOARD OF AUDIT MEETING MINUTES**

February 6, 2017

ATTENDING: Chair Kevin Connick, Supervisor Kurt Brooks, Supervisor Dan Golen, Clerk Susan Krasaway and Treasurer Cheryl Borndal.

Chair Connick called the meeting to order at 6 p.m. The supervisors reviewed 2016 year-end financial books presented by the clerk and treasurer.

The board followed the audit procedures recommended by the Minnesota Association of Townships: At random, they picked several disbursement claims (including payroll) and receipts from 2016. They compared those to the bank statements, the clerk and treasurer record books, the claim form/accompanying documentation and the triplicate receipt books. The supervisors were satisfied with all verifications.

The clerk and treasurer's account books also balanced for the year. However, the treasurer made note of a 33-cent discrepancy between their numbers and the bank statement; it was due to misreading a deposit from the state. The problem was corrected in the January 2017 books.

Motion by Brooks, seconded by Golen, to recess the audit meeting until 6:45 p.m. on March 1, 2017. Discussion: There was an unexplained \$62.81 disparity between the bank statement and year-end balance on our books. The treasurer was confident she could resolve the problem quickly. The board will reconvene before the March meeting to finish the audit meeting and sign the books and financial statements. Motion carried unanimously, 3 – 0.

The board reconvened the meeting on March 1, 2017 at 6:45 p.m.

Motion by Brooks, seconded by Connick, to approve the 2016 financial records of the clerk and treasurer. Discussion: The discrepancy was due to one check that was marked as "cleared" in December when in fact it had not yet gone through. The board was satisfied that the bank accounts and cash statements for the year were all correct. Motion carried unanimously, 3 – 0.

The board signed all necessary forms for the record books and financial statement that will hang during the election and Annual Meeting on March 14.

Motion by Brooks, seconded by Connick, to adjourn the meeting at 6:49 p.m.

Respectfully submitted,

APPROVED:

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Susan Krasaway, Clerk  
April 5, 2017

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Chair, Canosia Town Board  
April 5, 2017