

**Princeton Township Special Board Meeting  
Tuesday, May 21, 2020  
Minutes**

The May 21 special meeting of the Princeton Township Board was called to order by Chairman Gene Stoeckel at 7:30 p.m.

Due to the Governor's COVID19 directive the meeting was held via teleconference.

Supervisors joining: Dan Hiller, Gene Stoeckel, Bill Whitcomb

Supervisors absent: Thomas Duden, John Wilhelm

Clerk-Treasurer Doug Dahl served as meeting organizer

Purpose of the meeting was to review the Agreed Upon Procedures report from the 2019 financial audit conducted by BerganKDV. Steven Wischmann from BerganKDV conducted the review.

The review consisted of ten procedures the auditor performed on behalf of the township:

1. Verify and confirm all cash balances with the township bank.
2. Review reconciliations completed by the township clerk-treasurer of all bank balances to the township accounting system.
3. Review selected receipts posted to the accounting records from January 1, 2019, through September 9, 2019.
4. Review selected disbursements posted to the accounting records from January 1, 2019, through September 9, 2019.
5. Review the final paycheck calculation for the former township clerk.
6. Review the township's insurance policies to determine if life insurance on the former clerk needed to be cancelled.
7. Review snow-removal payments made from January 1, 2019, through December 31, 2019, to determine if payments were made for snow removal during summer months.
8. Review gravel and road-maintenance actual disbursements made from January 1, 2019, through December 13, 2019, and compare the total to the budgeted amount.
9. Review checks that were written and voided in 2019.
10. Review the purchase of a tractor made in 2017.

Members agreed that items 1, 2, 3, 5, 6, 9, and 10 were properly documented and required no further review.

Members agreed that three issues need further research to be finally resolved:

1. Documentation for the payment of \$26,835.00 to Tiger Corporation by check #11854 from December, 2017.

2. Invoice for Ralph Biniek's Heavy Repair for payment of \$475.00 by check #12524.
3. CTAS detail and invoices for Ice and Snow Removal account – budget \$3,000 actual \$35,812. Check numbers 12350, 12351, 12373, 12377, 12381, 12398 and any others coded to this account.
4. Review minutes to determine if expenses for repairs to the snowplow truck paid on March 26, 2019, were pre-approved.

Mr. Whitcomb moved to accept the Agreed Upon Procedures report with the three specific stipulations requiring further review. Seconded by Mr. Hiller.

Mr. Stoeckel called the roll: Mr. Hiller—Yes; Mr. Stoeckel—Yes; Mr. Whitcomb—Yes.

### **Adjourn**

Mr. Hiller moved to adjourn. Seconded by Mr. Whitcomb.

Mr. Stoeckel called the roll:

Mr. Hiller – Yes; Mr. Stoeckel – Yes; Mr. Whitcomb – Yes.

Motion carried.

Respectfully submitted,  
Doug Dahl, Clerk-Treasurer