

**Princeton Township
Mille Lacs County, Minnesota**

Annual Board of Audit

Thursday, February 3, 2022

Minutes

On February 3, 2022, the Princeton Township Board of Supervisors met as the Board of Audit. Chairman Eugene Stoeckel convened the meeting at 7:30 p.m.

Supervisors attending: Thomas Duden, Dan Hiller, Gene Stoeckel, Bill Whitcomb, John Wilhelm

Staff present: Clerk-Treasurer Doug Dahl, Deputy Clerk-Treasurer Andrea Gerrard

Public attendees: None

All attendees recited the Pledge of Allegiance.

Board of Audit for Township Financial Year 2021

Procedure:

Clerk-Treasurer Doug Dahl delivered four financial reports from fiscal year 2021 to the Board:

- Statement of Receipts, Disbursement, and Balances (CTAS report Schedule 1)
- Remitter Ledger for tax receipts from the Mille Lacs County Auditor-Treasurer
- 2021 Receipts Register
- 2021 Disbursements Register

Each supervisor was asked to choose three items from the Receipts Register and three items from the Disbursements Register. Mr. Dahl was then required to produce documentation for each item. For receipts: The receipt entry from CTAS showing its source and account allocation, and the deposit receipt with a copy of the check verifying its deposit in the Bremer Bank account. For disbursements: The original claim or invoice, the claim form from the CTAS entry showing its account allocation, and verification of the method of payment, whether check, debit, or EFT.

Members reviewed the documentation and found it all in order.

Mr. Duden moved to approve the Board of Audit. Seconded by Mr. Hiller Motion carried.

Mr. Hiller moved to adjourn the Board of Audit. Seconded by Mr. Whitcomb. Motion carried. Board of Audit adjourned at 7:50 p.m.

Respectfully submitted,

Doug Dahl
Clerk-Treasurer