

MINUTES

State of Minnesota

County of Chisago

Town of Franconia

The Franconia Town Board met for a special meeting for the Board of Audit on February 16, 2013, at the Franconia Town Hall with the following present: Supervisors: Vern Greene, Sue Thompson, Jim Birkholz, Missy Glenna, Clerk, and Karen Anderson, Treasurer. Guest: Barb Kienberger.

The meeting was called to order by Vern Greene at 9:10 a.m. The pledge of allegiance was waived.

Treasurer, Karen Anderson distributed the report.

- The record of the Clerk and Treasurer for 2012 was reviewed.
- The 2012 Cash Control statement was distributed and discussed.
- Sue requested a list of checks being held.
- An Audit of claims and disbursements was processed with claims #10541, #10675, and #11064. See attached documentation.
- Conflict of Interest forms were signed by the supervisors.
- Sue Thompson requested that the Treasurer include a list of outstanding checks each month.
- The Board noted that independent documentation was needed to support the amount of investments, remaining debt, pledged securities, and numeric register of checks and electronic payments made for the year, therefore the audit would not be finalized at this meeting. The treasurer was instructed to obtain these items and the meeting continued.

Vern motioned at 12:00 p.m. to continue the Board of Audit meeting on February 19, 2013, at 7:00 p.m. at our regularly scheduled Township Meeting. Jim seconded the motion; motion carried 3-0.

Respectfully Submitted,

Melissa (Missy) Glenna

Franconia Township Clerk