

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 13, 2016, at the Franconia Town Hall with the following present: Supervisors: Kevin Rochel, Dennis Gustafson, John Bruno, Melissa (Missy) Glenna, Clerk, and Karen Anderson, Treasurer.

The meeting was called to order by Dennis at 9:05a.m. The pledge of allegiance was waived.

Dennis motioned to accept the agenda. Kevin seconded the motion; motion carried 3-0.

Missy read the 2016 Board of Audit minutes.

Treasurer, Karen Anderson distributed the report:

- The record of the Clerk and Treasurer for 2015 was reviewed.
- The 2015 Cash Control statement was distributed and discussed.
- Dennis motioned to accept the Treasurer's report. Kevin seconded the motion; motion carried 3-0.
- John motioned to accept the Clerk's Cash Control Statement ending balances are equal to the Treasurer's. Kevin seconded the motion; motion carried 3-0.
- All County checks received were verified from receipt to bank deposit. They were receipt #400936, 400945, 400946, 400950, 400951, 400968 and 400992.
- Receipt #400928 for \$276.00, #400952 for \$41.86, and #400989 for \$440.00 were verified from receipt to bank deposit.
- An Audit of Claims and Disbursements was processed with claims #11745 for \$2,128.01, #11742 for \$2,323.65, and 11799 for \$124.85. See attached documentation.
- Voided checks #11787-11788, 11814, and 11867 were verified as voided.
- Conflict of Interest forms were signed by the supervisors.
- Dennis motioned to accept and certify the audit as complete. John seconded the motion; motion carried 3-0.

Kevin motioned to adjourn the meeting at 11:20pm. Dennis seconded the motion; motion carried 3-0.

Respectfully Submitted,

Melissa (Missy) Glenna, Franconia Township Clerk