

Avon Township Board of Audit Meeting Minutes

February 8, 2018

Call to order – Supervisor Will Huston called the meeting to order at 7:00 PM in the main chamber of the Avon Town Hall, 16881 Queens Road, Avon (MN).

Pledge of Allegiance – The pledge was recited.

Roll Call – Present: Will Huston, Mike Linn, John Merdan, Kelly Martini, and Stephen Saupe. Also present: Marion Gondringer (*Deputy Clerk*), Paul Buttweiler (*Deputy Treasurer*).

Approval of agenda – Linn moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

Scheduled Business

1. **Examination of Claims** – The Supervisors audited the claims. Once claim was from each month was randomly selected, examined and compared to the records maintained independently by the Treasurer and the Clerk/Deputy Clerk. The Supervisors made separate motions to allow each claim. Linn moved to allow the claims from February, May, July, August, October, and December. Merdan seconded these motions. Merdan moved to allow the claims from January, March, April, June, September, and November. Linn seconded these motions. All Supervisors voted in favor of all motions. All motions carried. The claims were found to be in order; all claims were allowed. A summary of claims examined and allowed is given in **Table 1**. Linn moved to accept the audit of the randomly selected claims. Merdan second. All in favor. Motion carried.

Table 1: Summary of the 2017 claims audited at the 2018 Audit Board Meeting				
Claim #	Date	Amount	Claim	Allowed?
3007	1/04/2017	\$657.55	Xcel - electric	Yes
3027	2/01/2017	\$503.50	Rinke-Noonan – Legal services	Yes
3050	3/01/2017	\$170.64	Star Publication – legal notices	Yes
3062	4/05/2017	\$75.00	Lee Larkey – moderator	Yes
3090	5/03/2017	\$300.00	MAT Agency – Short Course attendance	Yes
3113	6/07/2017	\$14,294.50	Stearns County Auditor/Treasurer	Yes
3140	7/05/2017	\$1,666.80	Rinke-Noonan – Legal Services	Yes
Check 9078	8/02/2017	\$50.79	Paul Buttweiler – meeting stipend	Yes
3176	9/06/2017	\$59.88	Powerhouse – chainsaw supplies	Yes
3192	10/04/2017	\$10.00	Opatz Metals – waste disposal	Yes
3212	11/01/2017	\$80.25	MN DOT – truck	Yes
3235	12/06/2017	\$59.67	Century Link - internet	Yes

2. **Examine / Audit Town Accounts** – The year-end financial records maintained independently by the Treasurer (**Figure 1**) and by the Clerk/Deputy Clerk (**Figure 2**) were examined and compared. The records were identical. Linn moved to accept the financial records maintained by the Treasurer and Clerk (Deputy Clerk). Merdan second. All in favor. Motion carried.

3. **Bank Account Audit** – The bank account balances independently maintained by the Treasurer (**Figure 1**) and Clerk/Deputy Clerk (**Figure 2**) were examined and compared. Linn moved to approve the audit of the bank records maintained by the Treasurer and Clerk (Deputy Clerk). Merdan second. All in favor. Motion carried.
4. **Budget for 2019** – After examining the budgeted and actual disbursements and receipts for 2017, the Supervisors determined the budget amounts for 2019 (**Table 2**).
5. **Levy for 2019** – Analyzing the financial status of the Township, the Supervisors determined the levy amounts for 2019 (**Table 3**). The levy amounts for 2019 that will be recommended to the residents for approval at the Annual Meeting are: General Revenue - \$156,000; Road & Bridge - \$196,100; Fire - \$70,000; Capital Reserve - \$2,000 for a total levy of \$424,100 (Table 3). The levy total recommended by the Supervisors has not changed in at least seven years. Huston moved to approve and recommend to the residents at the Annual Meeting a total levy of \$424,100, with General Revenue - \$156,000; Road & Bridge - \$196,100; Fire - \$70,000; and Capital Reserve - \$2,000. Linn second. All in favor. Motion carried.

Table 3: Avon Township – Summary of Levy Amounts, 2013 - 2019

Fund	2013	2014	2015	2016	2017	2018	2019
General Revenue	\$149,400	\$153,900	\$145,200	\$149,700	\$155,000	\$162,000	\$156,000
Road & Bridge	\$201,200	\$196,700	\$205,900	\$198,400	\$199,100	\$196,100	\$196,100
Fire	\$63,500	\$63,500	\$63,500	\$66,000	\$68,000	\$63,000	\$70,000
Capital Reserve	\$10,000	\$10,000	\$10,000	\$10,000	\$2,000	\$3,000	\$2,000
Total	\$424,100	\$424,100	\$424,100	\$424,100	\$424,100	\$424,100	\$424,100

6. **Financial Report** – The results of the audit were summarized in the Audit Board Report for 2018.
7. **Adjournment** – Linn moved to adjourn at 9:18 PM. Merdan second. All in favor. Motion carried.

Respectfully submitted,
Stephen Saupe, Clerk

Clerk signature: _____ date: _____

Supervisor Approval: _____ date: _____

Will Huston

Mike Linn

John Merdan

Table 2: 2019 Proposed Budget

Avon Township Proposed Budget – Year 2019											
	2017 Budget			2017 - Actual		2018 Budget		2019 Budget			
	Expense	Income	Levy Amount	Actual Expense	Actual Income	Expense	Income	Levy Amount	Expense	Income	Levy Amount
GENERAL REVENUE											
Payroll - including meeting wages, monthly stipends, PERA, Medicare, IRS, MN Revenue	31,000			32,677		38,000			34,100		
Office - printers, furniture, expendable supplies, postage	1,000			789		1,200			1,000		
Mileage	1,500			1,049		1,500			1,500		
Electronics - judge stipends, machine maintenance, County admin. fees	5,000			1,396		5,000			3,500		
Financial - County assessments, Truth-in-taxation, safe deposit box, bank fees, consultant fees	13,500			14,959		14,600			15,500		
Insurance - MAT Workers Comp; building, vehicles	7,000			12,426		7,000			13,000		
Township Administration - MAT Dues, workshops, conferences	1,700			3,059	237	2,500			3,000		
Legal - Notices	2,000			920		2,000			1,000		
Legal - Attorney fees	3,000			2,290		3,000			3,000		
Utilities - electric, internet, propane, septic	7,500			7,404		7,500			7,700		
Utilities - compost site; garbage; sanitation	1,000			1,065		1,200			1,200		
Town Hall (Financial) - Facility debt payment; land tax	76,000			74,613		77,000			75,000		
Town Hall (Maintenance) - landscaping, windows, cleaning supplies				224		250			250		
Town Hall - including awards, celebrations, memorials, meetings				54		250			250		
Miscellaneous	9,300			2,859		6,000			2,000		
Receipts (Permits & Fees) - CUP; IUP; Variances; Cert of Compliance; Plat signing; Alcoholic beverages license; Driveway; Noise		2,000		1,415	3,271		2,000			2,000	
Receipts (Services) - Special assessment searches					750		500			500	
Receipts: Royalties (i.e., Midcontinent Cable/Solar)		2,500		3,592			2,500			3,500	
Total	159,500	4,500	155,000	157,197	7,851	149,347	167,000	5,000	162,000	6,000	156,000
ROAD & BRIDGE											
Payroll - maintenance worker & plow drivers including PERA, Medicare, IRS, MN Revenue	48,000			46,484		48,000			48,000		
Roads - Reconstruction & improvements	125,600			25,621		129,700			129,700		
Roads - maintenance & repair; crack filling	11,300			9,946		18,000			18,000		
Fuel, oil	11,000			3,511		4,000			4,000		
Truck maintenance & registrations	14,000			5,045		14,000			14,000		
Salt sand	18,000					10,000			10,000		
Shop Materials	1,200			2,117		1,200			1,200		
Mowing - tractor rental, equipment purchase				1,392		1,800			1,800		
Weed control - chemicals, spray equipment				5,180		500			500		
Animal Control				54		100			100		
Signs	2,000			424		800			800		
Receipts (County) - Gas & gravel tax		32,000			39,868		32,000			32,000	
Total	231,100	32,000	199,100	99,775	39,868	228,100	32,000	5,000	196,100	6,000	196,100
FIRE											
Fire protection fees	68,000			68,704		63,000			70,000		
Total	68,000	0	68,000	68,704	0	68,704	63,000	0	63,000	0	70,000
CAPITAL IMPROVEMENT											
Capital fund - including voting machines (chipper & truck in 2017)	2,000			27,275					2,000		
Total	2,000	0	2,000	27,275	0	0	0	0	3,000	0	2,000
Grand Total	460,600	36,500	424,100	352,951	47,719	277,957	458,100	37,000	424,000	462,100	38,000

Figure 1. Treasurer End-of-year financial statement

Avon Township		Statement of Receipts, Disbursements and Balances (Schedule 1)						1/24/2018			
As on 12/31/2017		Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund		105,322.63	176,544.66	0.00	0.00	157,333.09	0.00	0.00	124,534.20	0.00	124,534.20
Road and Bridge		35,876.00	240,050.66	0.00	0.00	98,150.20	0.00	0.00	177,776.46	0.00	177,776.46
Road Damage Deposit		2,050.00	800.00	0.00	0.00	1,400.00	0.00	0.00	1,450.00	0.00	1,450.00
Fire Fund		8,697.14	67,365.88	0.00	0.00	68,704.00	0.00	0.00	7,359.02	0.00	7,359.02
General Capital Projects		66,679.95	2,177.20	0.00	0.00	27,364.05	0.00	0.00	41,493.10	0.00	41,493.10
Total :		218,625.72	486,938.40	0.00	0.00	352,851.34	0.00	0.00	352,612.78	0.00	352,612.78

Bank Accounts and Balances for year ending 2017


American Heritage Bank Checking:	\$ 13,967.03
Outstanding checks:	\$ - 4,610.45
Total in checking account:	\$ 9,356.58
American Heritage Checking total:	\$ 9,356.58
American Heritage Money Market total:	\$ 332,480.93
Credit Union Money Market total:	\$ 10,775.27
Total in all accounts:	\$ 352,612.78

[Signature]
Will Huston - Supervisor

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Mike Linn - Supervisor

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John Merdan - Supervisor

[Signature]
Date



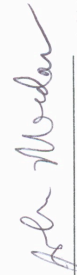
Report Version: 11/03/2015

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Figure 2. Clerk/Deputy Clerk End-of-year financial statement

Clerk Financial Report 12/31/2017				
Account Name	2016 2016 Ending Balance	2016 Voided checks Adjustment	2017 Adjusted Beginning Balance	2017 Disbursements
General revenue	\$ 104,203.67	\$1,118.96	\$ 105,322.63	\$ 157,333.09
Road and bridge	\$ 35,876.00	\$	\$ 35,876.00	\$ 98,150.20
Road Damage Deposit	\$ 2,050.00	\$	\$ 2,050.00	\$ 1,400.00
Fire	\$ 8,697.14	\$	\$ 8,697.14	\$ 68,704.00
Capital Reserve Fund	\$ 66,679.95	\$	\$ 66,679.95	\$ 27,364.05
Total	\$ 217,506.76	\$1,118.96	\$ 218,625.72	\$ 352,951.34
				\$ 352,612.78
				<i>Cross check</i>
Bank Account Balances 12/31/2017				
Checking (Avon State Bank)	\$ 13,967.03			
Outstanding Checks	\$ 4,610.45			
Deposits in Transit	\$ -			
Checking Balance (Avon State Bank)	\$ 9,356.58			
Money Market (Avon State Bank)	\$ 332,480.93			
Money Market (Credit Union)	\$ 10,775.27			
End of the Year Bank Balance Total	\$ 352,612.78			


Building Bond	Date	Amount	Payments remaining
* Initial Amount - 05/19/2010		\$ 560,000.00	
Payments:	2011	\$ 50,000.00	
	2012	\$ 60,000.00	
	2013	\$ 60,000.00	
	2014	\$ 60,000.00	
	2015	\$ 60,000.00	
	2016	\$ 65,000.00	
	2017	\$ 65,000.00	
	2018		\$ 65,000.00
	2019		\$ 65,000.00
Paid to Date:		\$ 420,000.00	
Remaining Balance:		\$ 140,000.00	




Supervisor John Merdan




Supervisor Mike Linn





Supervisor Will Huston



Clerk Stephen Saupe