

Helga Township
Special Meeting of Township Board of Supervisors
Audit Meeting Minutes of
February 11, 2016

PRESENT: Don Clay-Chairman, Supervisors; Jim Lyle-Vice Chair, Dale Berglund, Joanna Olson Hammerstrom, Jeff Schussman, Treasurer-Jeanie Porter, Clerk-Sue Adkins

Meeting called to order, 7:16 pm, Pledge of Allegiance recited

Brushing:

Jr was in the audience. The 80 hours of brushing time at \$120 an hour, has been used and more should be done.

Motion made by Jeff Schussman to approve up to another 40 hours of work to finish the rest, **Seconded** by Jim Lyle, **motion carried.**

Audit:

Sue Adkins-Clerk, gave an overview of the 2015 financial documents presented to the board. The 2014 financial Statement was also available for comparison. The 2015 ending balance is an increase from last year.

The documents were reviewed and any questions answered by Treasurer and Clerk.

The Treasurer computer has now been updated so that she is also using CTAS 8, the same as the Clerk.

The end of the year balancing between the clerk's and treasurer's CTAS accounting system had some differences between funds. A disbursement or receipt was entered differently between the two systems as to what fund it came out of. The dollar amounts on the two systems did match each other except for fifteen cents in one certificate of deposit. The treasurer's system was corrected by the fifteen cents and funds made to match the clerk's since the clerk's system is the one that is used to submit to the state.

Motion made by Dale Berglund to accept the 2015 financial documents, **Seconded** by Joanna Olson Hammerstrom, **motion carried.**

There was a reminder about the joint meeting coming up on the 18th, for the ordinance.

Adjourn Meeting:

Motion to adjourn made by Don Clay, **Seconded** by Jeff Schussman, **motion carried.**

Meeting adjourned at 8:09 pm.

Respectfully Submitted,

Susan Adkins, Clerk

Donald Clay, Chairman