

**MINUTES**  
**ANNUAL ORONOCO TOWNSHIP**  
**BOARD OF AUDIT**  
**FEBRUARY 2, 2021 5:00pm**

The Oronoco Township Board of Audit met on February 2, 2021 at Oronoco City Hall. It was an in-person meeting.

Chair Charlie Lacy called the Board of Audit to order.

Supervisors Charlie Lacy and Ken Mergen and were present as were Treasurer Kim Stanton and Clerk Lucy Shonyo. Supervisor Tammy Matzke was absent.

Kim Stanton explained that loan payments to Public Facilities Authority for Kings Park and Cedar Beach septic systems are made yearly in February and August. He requested the Board of Audit review the documentation for these payments. The Board examined amortization tables compared to payments. Kim Stanton explained that the amount due is different than amortization tables indicate when the loan payment includes prepaid assessments. Recent payments have been made by wire transfer at PFA request. There was a question about where the ½% interest on O&M fees the township sees as income is shown on the Schedule 1. The audit found no irregularities in PFA payments.

The Board of Audit examined the January 2020 Schumacher's Excavating payment. The invoiced amount matched the check amount, and the payment was correctly reflected on CTAS reports.

Documents present for board review were schedule 1's, bank statements, receipts with documentation, monthly dashboards, as well as 2020 original invoices, CTAS claim documentation, payroll and claims reporting.

There is a monthly 3 point audit the treasurer and clerk complete. The treasurer and clerk have independent CTAS systems. The clerk enters claims from invoices (or payroll from time sheets), prints the checks and supporting CTAS reports. The treasurer manages receipts. Then the clerk enters receipts and the treasurer enters disbursements (payments). The clerk's and treasurer's Schedule 1's must match and both must balance with bank statements. When discrepancies occur, they are described to the board in the monthly treasurer's report.

The treasurer has submitted the 2020 CTAS year-end financial report to the Office of State Auditor.

Ken Mergen made a motion to adjourn the Board of Audit. Charley Lacy seconded, motion carried 2-0.

Respectfully Submitted,

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Lucy Shonyo, Clerk

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Charlie Lacy, Chair