

MINUTES
ANNUAL ORONOCO TOWNSHIP
BOARD OF AUDIT
FEBRUARY 14, 2022 8:30pm

The Oronoco Township Board of Audit met on February 14, 2022 at Oronoco City Hall. Chair Charlie Lacy called the Board of Audit to order. Supervisors Charlie Lacy, Ken Mergen and Tammy Matzke were present as were Treasurer Kim Stanton and Clerk Lucy Shonyo.

Clerk Shonyo provided original invoices, proof of correct payment (check stubs matching invoices), payroll documentation as well as a report of all vendors paid in 2021. The Board of Audit followed payment records to the vendor invoice, checks printed and CTAS report documentation. The Board examined monthly files of invoices, payments and documentation. Treasurer Stanton provided schedule 1's, bank statements, receipts with documentation and monthly dashboards.

Treasurer Stanton noted that loan payments to Public Facilities Authority for Kings Park and Cedar Beach septic systems are made in February and August. Amortization tables differ from actual payment when assessments are prepaid. Treasurer Stanton copied the Indebtedness Report to PFA as total Oronoco Township debt are the septic systems.

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 and payroll from time sheets, prints the checks and supporting CTAS reports. The treasurer enters 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.

Treasurer Stanton has submitted the 2021 CTAS year-end financial report to the Office of State Auditor.

The Board of Audit inspected financial documents and found no irregularities. Supervisor Mergen moved to accept the audit. Supervisor Lacy second, motion carried 3-0.

Ken Mergen made a motion to adjourn the Board of Audit. Charley Lacy second, motion carried 3-0.

Respectfully Submitted,

Lucy Shonyo, Clerk

Charlie Lacy, Chair