

Windemere Township

Board of Auditors

YEAR-END FINANCIAL INTERNAL AUDIT

JANUARY 1, 2022 THRU DECEMBER 31, 2022

Audit Procedures

1. Balance Treasurer's books to Clerk's books
2. Balance checking account to First National Bank 12/31/2022 statement
3. Review physical check stock
4. Balance EFT account to First National Bank 12/31/2022 statement
5. Balance money center account to USBank 12/31/2022 statement
6. Balance commercial account to USBank 12/31/2022 statement
7. Balance savings account to (final) Tradition Capital Bank 10/31/2022 statement
8. Sign the financial statements
9. 2024 Board proposed levy
10. Review / balance Zoning Department cash handling to receipts / receipt book
11. Random claim audit review
12. Physical inventories
13. Adjourn

Account Balance Totals as of December 31, 2022

Checking/Savings	Balance
First National Bank Checking	647,487.75
First National Bank EFT	50.00
U.S. Bank Commercial	53.99
U.S. Bank Money Center	<u>503,495.17</u>
Total Checking/Savings	1,151,086.91

Balance Sheet: Treasurer and Clerk

5:28 PM
01/09/23
Accrual Basis

Windemere Township
Balance Sheet by Fund
As of December 31, 2022

	100 - Revenue	210 - Roads & Bridges	241 - Capital Improvement	245 - COVID	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
First National Bank Checking	195,299.18	442,926.44	9,262.13	0.00	647,487.75
First National Bank EFT	50.00	0.00	0.00	0.00	50.00
U.S. Bank Commercial	53.99	0.00	0.00	0.00	53.99
U.S. Bank Money Center	402,890.00	0.00	100,605.17	0.00	503,495.17
Total Checking/Savings	598,293.17	442,926.44	109,867.30	0.00	1,151,086.91
Total Current Assets	598,293.17	442,926.44	109,867.30	0.00	1,151,086.91
TOTAL ASSETS	598,293.17	442,926.44	109,867.30	0.00	1,151,086.91

Date	Reference #	Name	Claims	Receipts	Revenue (100)	Roads & Bridges (210)	Capital Improv. (241)	CARES (245)
12/31/2022		Fund Balance End of Month - December 2022	647,487.75		598,293.17	442,926.44	109,867.30	0.00
		QuickBooks	647,487.75		598,293.17	442,926.44	109,867.30	0.00
		Difference	0.00		0.00	0.00	0.00	0.00

First National Bank
Reconciliation

Treasurer/Clerk

First National Bank

Difference: \$

Reconciliation

1. Check #
2. Check #
3. Check #



400 Elm Ave. 20 Hartman Dr. Moose Lake MN 55767 Member FDIC
218-485-4441 1-866-333-4441 • www.firstmooselake.com



WINDEMERE TOWNSHIP
91546 MILITARY ROAD
STURGEON LAKE, MN 55783

PERIODIC STATEMENT

Date: Dec 31, 2022
Period: Dec 01, 2022 to Dec 31, 2022
(31 days)

Your Account(s) at a Glance

Deposit Account(s)	Account #	Interest Earned YTD	Balance as of 12/31
Business Investors C	CK-000088744301	4,079.90	647,815.75
Business Regular Che	CK-000088744302	0.00	50.00

ACCOUNT #: CK - 000088744301 Business Investors Checking

Windemere Township

Enclosures: 30

Beginning Balance as of 12/01/22	808,797.29
Deposits & Other Credits	4,873.85
Charges & Fees	0.00
Checks & Other Debits	165,855.39
Average Balance	718,238.55
Ending Balance as of 12/31/22	647,815.75

QuickBooks Checking Reconciliation

5:03 PM

01/09/23

Windemere Township Reconciliation Detail First National Bank Checking, Period Ending 12/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 3 items						
Check	05/12/2022	13112	Sylvia Ketchum		-25.00	-25.00
Check	11/17/2022	13225	Cabin Cutters		-300.00	-325.00
Check	12/08/2022	13250	Federated CO-OPS		-3.00	-328.00
Total Checks and Payments					-328.00	-328.00
Total Uncleared Transactions					-328.00	-328.00
Register Balance as of 12/31/2022					-161,309.54	647,487.75
Ending Balance					-161,309.54	647,487.75

Review Unused Checks

Review physical check stock

Compare to 2022 monthly claim reports

Ensure all unissued/voided checks are in Treasurer's possession

First National Bank EFT Account Reconciliation

Treasurer/Clerk
Balance: \$50.00

First National Bank
Statement
Balance: \$50.00

Difference: \$0.00



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(31 days)


Your Account(s) at a Glance

Deposit Account(s)	Account #	Interest Earned YTD	Balance as of 12/31
Business Investors C	CK-000088744301	4,079.90	647,815.75
Business Regular Che	CK-000088744302	0.00	50.00

USBank Money Center Reconciliation

Treasurer/Clerk Balance: \$503,495.17

U.S. Bank Statement Balance: \$503,495.17

		HOLDINGS AS OF 12/31/2022 - USD				Page	4
Acct Name: WINDEMERE TOWNSHIP							
Acct Number: XXXXXXX836							
CUSTODY							
Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV	
Bankers Acceptances							
01/17/2023	9033A1NH7 795023523	DI 11/22	U.S. BANK BANKERS ACCEPTANCE 9033A1NH7 01/17/23	147,072.00 147,072.00	145,899.02	146,251.26	
02/24/2023	9033A1PQ5 433088890	DI 12/22	U.S. BANK BANKERS ACCEPTANCE 9033A1PQ5 02/24/23	131,129.00 131,129.00	130,239.29	131,129.00	
03/10/2023	9033A1QA9 433088692	DI 12/22	U.S. BANK BANKERS ACCEPTANCE 9033A1QA9 03/10/23	156,119.00 156,119.00	154,527.76	156,114.45	
03/14/2023	9033A1QE1 433088693	DI 12/22	U.S. BANK BANKERS ACCEPTANCE 9033A1QE1 03/14/23	73,620.00 73,620.00	72,829.10	73,620.00	
Bankers Acceptances Total				507,940.00000	503,495.17	507,114.71	
				507,940.00000			
Total Custody Holdings				507,940.00000	503,495.17	507,114.71	
				507,940.00000			

USBank Commercial Account Reconciliation

Treasurer/Clerk Balance: \$53.99

USBank Statement Balance: \$53.99

Difference: \$0.00

See 12/31/2022
Statement

MUNICIPAL INVESTOR				<i>Member FDIC</i>	
U.S. Bank National Association				Account Number 1-047-9331-7074	
Account Summary					
	# Items				
Beginning Balance on Dec 1		\$ 58.14	Interest Paid this Year	\$ 0.23	
Other Deposits	2	357,592.00	Number of Days in Statement Period	31	
Other Withdrawals	3	357,596.15-			
Ending Balance on Dec 31, 2022		\$ 53.99			
Other Deposits					
<i>Date</i>	<i>Description of Transaction</i>		<i>Ref Number</i>		<i>Amount</i>
Dec 19	Electronic Deposit	From Department		\$	227,354.00
	REF=223530189878520Y00	0112912506Fixed Inc 0388000836			
	Inv. Sec Mat- Rcpt	795023439 \			
Dec 27	Electronic Deposit	From Department			130,238.00
	REF=223610152121870Y00	0112912506Fixed Inc 0388000836			
	Inv. Sec Mat- Rcpt	795023440 \			
Total Other Deposits				\$	357,592.00

Traditional Capital Bank Account Reconciliation

Treasurer/Clerk Balance: \$0.00

Tradition Capital Bank Statement
Balance: \$0.00

Difference: \$0.00


See 10/31/2022
Final Statement

TRADITION
CAPITAL BANK

7601 France Avenue South, Suite 140
Edina, Minnesota 55435

RETURN SERVICE REQUESTED
>000233 5213735 0001 92365 10Z

01322996 P210
WINDEMERE TOWNSHIP
91546 MILITARY RD
STURGEON LAKE MN 55783-3802





Statement Ending 10/31/2022


WINDEMERE TOWNSHIP Page 1 of 4

Customer Number: XXXXXXXX0206

Manage Your Accounts

 Phone Number: Consumer Questions 952-806-6700
Business Questions 952-806-6694

 Mobile Access: Search Tradition Capital Bank in your app store

 Online Access: www.tradition.bank

Final Statement

Summary of Accounts

Account Type	Account Number	Ending Balance
THE MARKET	XXXXXXXX0206	\$0.00

THE MARKET - XXXXXXXX0206

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
10/01/2022	Beginning Balance	\$251,388.21	Interest Earned From 10/01/2022 Through 10/18/2022	
	1 Credit(s) This Period	\$145.19	Annual Percentage Yield Earned	1.18%
	1 Debit(s) This Period	\$251,533.40	Interest Days	18
10/31/2022	Ending Balance	\$0.00	Interest Earned	\$145.19
			Interest Paid This Period	\$145.19
			Interest Paid Year-to-Date	\$880.90

Account Balances by Fund as of December 31, 2022

	Revenue	Roads & Bridges	Capital Improvement	TOTAL
Checking/Savings				
1 st Natl Bank Checking	195,299.18	442,926.44	9,262.13	647,487.75
1 st Natl Bank EFT	50.00			50.00
US Bank Commercial	53.99			53.99
US Bank Money Center	402,890.00		100,605.17	503,495.17
Totals	598,293.17	442,926.44	109,867.30	1,151,086.91

Sign the Financial Statements

Simplified Balance Sheet

Simplified Financial Statement

Propose Levy Amount

Board discussion on proposed 2024 levy for the Citizens Annual Meeting

Zoning Department cash Handling

Zoning Department Receipts Written

Preprinted #s: 622705-622708; 622713-622773 (**Missing:** 622722)

Note: Preprinted #s: 622709-622712 (one sheet) was used in 2021

2022 receipt total amount: \$ 8,237.40

Deposits into Treasury

2/14/2022	593.80	ZP22-001 thru ZP22-003
3/23/2022	175.00	ZP22-004, ZP22-006
4/20/2022	725.00	ZP21-002v2; ZP22-005; ZP22-010 / VAR22-001
6/29/2022	680.00	ZP22-011 thru ZP22-016
7/21/2022	666.80	ZP22-008; ZP22-017 thru ZP22-022
8/24/2022	1,765.00	ZP22-023 thru ZP22-036; ZP21-046 v2; ZP21-071 Ext
9/29/2022	1,152.20	ZP21-049; ZP22-037 thru ZP22-048
9/29/2022	1,550.00	ZP22-049 thru ZP22-055 / VAR22-002 thru VAR22-003
12/29/2022	929.60	ZP22-056 thru ZP22-061

2022 cash received from Zoning Dept: \$8,237.40

Random Claim Audit Review

Best Practices:

1. Claim signed by Clerk
2. Claim signed by Board Chair
3. Claim signed by attending Supervisors
4. Sufficient substantiation exists
5. Check written for claim amount
6. Payroll review

Physical Inventory Reconciliation

1. Tangible assets inventory completed in 2022

2. Bulk fuel inventory unable to be completed

Vehicle odometers on 1/1/2022

Vehicle odometers on 12/31/2022

Bulk fuel on hand on 1/1/2022

Fuel purchased in 2022

Fuel dispensed in 2022

Bulk fuel on hand on 12/31/2022

Formula: Fuel on hand (BOY) + fuel purchased - fuel dispensed = Fuel on hand (EOY)

3. Gravel inventory unable to be completed

Adjourn
