

Windemere Township

Board of Auditors

YEAR-END FINANCIAL INTERNAL AUDIT

JANUARY 1, 2023 THRU DECEMBER 31, 2023

Audit Procedures

1. Balance Treasurer's books to Clerk's books
2. Balance checking account to First National Bank 12/31/2023 statement
3. Review physical check stock
4. Balance EFT account to First National Bank 12/31/2023 statement
5. Balance money center account to USBank 12/31/2023 statement
6. Balance commercial account to USBank 12/31/2023 statement
7. Sign the financial statements
8. 2025 Board proposed levy
9. Review / balance Zoning Department cash handling to receipts / receipt book
10. Random claim audit review
11. Adjourn

Account Balance Totals as of December 31, 2023

Checking/Savings	Balance
First National Bank Checking	359,901.23
First National Bank EFT	50.00
U.S. Bank Commercial	35.57
U.S. Bank Money Center	<u>451,287.59</u>
Total Checking/Savings	811,274.39

Balance Sheet: Treasurer and Clerk

Treasurer

12:15 PM 02/06/24 Accrual Basis		Windemere Township Balance Sheet by Fund As of December 31, 2023			
	100 - Revenue	210 - Roads & Bridges	241 - Capital Improvement	TOTAL	
ASSETS					
Current Assets					
Checking/Savings					
First National Bank Checking	230,665.65	119,876.12	9,359.46	359,901.23	
First National Bank EFT	50.00	0.00	0.00	50.00	
U.S. Bank Commercial	20.84	0.00	14.73	35.57	
U.S. Bank Money Center	346,297.79	0.00	104,989.80	451,287.59	
Total Checking/Savings	577,034.28	119,876.12	114,363.99	811,274.39	
Total Current Assets	577,034.28	119,876.12	114,363.99	811,274.39	
TOTAL ASSETS	577,034.28	119,876.12	114,363.99	811,274.39	

Clerk

		First National	Revenue (100)	Roads & Bridges (210)	Capital Improv. (241)
12/31/2023	Fund Balance End of Month - December 2023	359,901.23	577,034.28	119,876.12	114,363.99
	QuickBooks	359,901.23	577,034.28	119,876.12	114,363.99
	Difference	0.00	0.00	0.00	0.00

First National Bank Checking Account Reconciliation

Treasurer/Clerk Balance: \$359,901.23

First National Bank Statement Balance: \$376,181.23

Difference: \$16,280.00

Reconciliation – Checks outstanding:

1.	Check 13466, 12/14/2023, Advanced Concrete	12,000.00
2.	Check 13484, 12/14/2023, Peura Contracting, Inc	1,920.00
3.	Check 13486, 12/14/2023, Sandberg Construction	1,000.00
4.	Check 13488, 12/14/2023, Thaw It	650.00
5.	Check 13469, 12/14/2023, D. Mattson Service	400.00
6.	Check 13483, 12/14/2023, Petersen's Door Service	<u>310.00</u>
	Total	\$16,280.00

QuickBooks Checking Reconciliation

5:58 AM

01/02/24

Windemere Township Reconciliation Detail

First National Bank Checking, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 6 items						
Check	12/14/2023	13466	Advanced Concrete ...		-12,000.00	-12,000.00
Check	12/14/2023	13484	Peura Contracting, Inc		-1,920.00	-13,920.00
Check	12/14/2023	13486	Sandberg Constructi...		-1,000.00	-14,920.00
Check	12/14/2023	13488	Thaw It		-650.00	-15,570.00
Check	12/14/2023	13469	D. Mattson Service		-400.00	-15,970.00
Check	12/14/2023	13483	Petersen's Door Ser...		-310.00	-16,280.00
Total Checks and Payments					-16,280.00	-16,280.00
Total Uncleared Transactions					-16,280.00	-16,280.00

Review Unused Checks

Review physical check stock

Compare to 2023 monthly claim reports

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

- Checks voided in 2023: 13329, 13342, 13343, 13344, 13357

First National Bank EFT Account Reconciliation

Treasurer/Clerk
Balance: \$50.00

First National Bank
Statement
Balance: \$50.00

Difference: \$0.00

Account #: CK -000088744301

PERIODIC STATEMENT
WINDEMERE TOWNSHIP

Dec 31, 2023

ACCOUNT #: CK - 000088744302 Business Regular Checking

Windemere Township

Enclosures: 0

Beginning Balance as of 12/01/23	50.00
Deposits & Other Credits	997.71
Charges & Fees	0.00
Checks & Other Debits	997.71
Average Balance	209.63
Ending Balance as of 12/31/23	50.00



Acct Name: WINDEMERE TOWNSHIP
 Acct Number: XXXXXXX836

HOLDINGS AS OF 12/31/2023 - USD

CUSTODY

Maturity	Security ID Ticket	Rate Acc Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
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Last Updated: Wednesday, December 27, 2023

Custodian	Description	Identifier	Yield	Value Date	Maturity Date	Investment Amount	Maturity Interest	Expected Maturity Value	Fund
USBank	Banker's Acceptance	9033A0A34	5.00%	11/20/2023	1/3/2024	96,249.19	591.81	96,841.00	Revenue
USBank	Banker's Acceptance	9033A0B58	5.04%	11/20/2023	2/5/2024	96,249.13	1,048.87	97,298.00	Revenue
USBank	Banker's Acceptance	9033A0C40	5.06%	12/27/2023	3/4/2024	76,899.92	742.08	77,642.00	Revenue
USBank	Banker's Acceptance	9033A0CL2	5.08%	12/27/2023	3/20/2024	76,899.55	922.45	77,822.00	Revenue
USBank	Banker's Acceptance	9033A0B58	5.04%	11/17/2023	2/5/2024	104,989.80	1,189.20	106,179.00	Capital Imp
Average Yield			5.04%	Totals:		451,287.59	4,494.41	455,782.00	

455,782.00000


USBank Commercial Account Reconciliation

Treasurer/Clerk Balance: \$35.57

USBank Statement Balance: \$35.57

Difference: \$0.00

See 12/31/2023
Statement

	WINDMERE TOWNSHIP MONEY CENTER C/O RON MOSSBERG 91546 MILITARY RD STURGEON LAKE MN 55783-3802	Business Statement Account Number: 1 047 9331 7074 Statement Period: Dec 1, 2023 through Dec 31, 2023 Page 2 of 2
MUNICIPAL INVESTOR U.S. Bank National Association		Member FDIC Account Number 1-047-9331-7074
Account Summary		
Beginning Balance on Dec 1	# Items	\$ 80.04
Other Deposits	1	153,755.00
Other Withdrawals	2	153,799.47-
Ending Balance on Dec 31, 2023		\$ 35.57
Interest Paid this Year		\$ 31.38
Number of Days in Statement Period		31

Account Balances by Fund as of December 31, 2023

	Revenue	Roads & Bridges	Capital Improvement	TOTAL
Checking/Savings				
1 st Natl Bank Checking	230,665.65	119,876.12	9,359.46	359,901.23
1 st Natl Bank EFT	50.00			50.00
US Bank Commercial	20.84		14.73	35.57
US Bank Money Center	346,297.79		104,989.80	451,287.59
Totals	577,034.28	119,876.12	114,363.99	811,274.39

Sign the Financial Statements

Simplified Balance Sheet

Simplified Financial Statement

Propose Levy Amount

Board discussion on proposed 2025 levy for the Citizens Annual Meeting

Zoning Department cash Handling

Zoning Department Receipts Written

Preprinted #s: 622774-622800; 553801-553827

Voided/Missing: 622783; 553807; 553822

2023 receipt total amount: \$ 8,422.60

Deposits into Treasury

4/25/2023	1,450.00	ZP22-062, ZP23-001 thru ZP23-003; VAR22-004
5/25/2023	308.20	ZP23-004, ZP23-007
06/14/2023	1,015.00	ZP23-101v2; ZP23-007 thru ZP23-012; VAR23-001
07/25/2023	674.40	ZP23-006; ZP23-013, ZP23-015, ZP23-016
08/18/2023	1,115.00	ZP21-100v2; ZP23-014; ZP23-017 thru ZP23-023; ZP23-025 thru ZP23-026
09/14/2023	1,355.00	ZP22-024v2; ZP23-024; ZP23-027 thru ZP23-034
10/25/2023	1,505.00	ZP23-035 thru ZP23-041; VAR23-002; VAR23-003
11/16/2023	1,000.00	VAR23-004; VAR23-005

2023 cash received from Zoning Dept: \$8,422.60

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

Adjourn
