

Albany Township
Audit/Budget/Five year road Plan Meeting
February 10, 2020

The 2020 Audit/Budget/Five Year Road Plan meeting for Albany Township was called to order by Chair Tim Nierenhausen, on February 10, 2020 5:25 P.M. at the Albany City Council Chambers. Supervisors Tim Nierenhausen, Mary Rosen and John Greer were present. Also present, Diane Noll, Clerk.

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Addition to Agenda -Approval of news letter

A motion to approve the agenda as amended was made by Supervisor Nierenhausen, seconded by Supervisor Greer, motion carried.

INTERNAL AUDIT

The Board examined the financial records of the Albany Township for the period of January 1, 2019 to December 31, 2019 and found them to be in good order. This examination was performed by the Township Board.

ACTION: Based upon examination, we consider the financial statements for this period to be an accurate summary of the transactions conducted during that period. A motion to approve the internal audit was made by Supervisor Greer, seconded by Supervisor Rosen, motion carried unanimously. Clerk Noll reports that the State report has been sent to state auditor.

REVIEW OF 2021 BUDGET

Discussion was held on the budget for 2021.

General Fund at \$61,950.00

Road And Bridge Fund at \$350,050.00

Fire Fund at \$52,200

Total Levy for 2021 \$464,200, which is an increase of 4.5% over last years Levy. Attached is the summary of the 2021 Budget/Levy.

ACTION: A motion to recommend to the town residents the above amounts for our 2021 levy was made by Supervisor Nierenhausen, seconded by Supervisor Greer, motion carried, unanimously.

REVIEW OF 5 YEAR ROAD PLAN

Continue with the 2020 plans to Seal Coat Fifth Lake Road and North-wind road.

Move the reconstruction of 360 Street to 2020

253 Avenue and 334 Street will be rebuilt in 2023

APPROVAL OF NEWS LETTER

Supervisors discussed the proposed newsletter. This will be sent out this week.

ADJOURNMENT

There being no further business to come before this meeting a motion to adjourn made by Supervisor Nierenhausen , seconded by Supervisor Greer motion carried.

Meeting adjourned at 7:45 P.M.

Respectfully Submitted,

Diane E Noll

Diane E Noll

Clerk/Treasurer

Approved Minutes: Tim Nierenhausen Date: February 24, 2020

Township Board Chair

ALBANY TOWNSHIP
INTERNAL AUDIT
For Year ending December 31, 2019

				Done by/Initials
RECEIPTS JOURNAL				
1. Scan entries for year and look for any unusual receipts.				X
2. Obtain supporting documentation for entries noted above.				X
Receipt #	Date	Amount	From	Approved
67193	11/06/2019	\$7,872.37	State of Minnesota	X
67155	04/12/2019	\$170.00	Anthony Ebnet	X
67165	06/18/2019	\$60.00	F&S Dairy	X
DISBURSEMENTS JOURNAL				
1. Scan checks listed and check for any unusual items or payees/and high dollar amounts				X
2. Obtain supporting invoices for each item noted above				X
3. Examine check numbers to determine that they were listed in sequence and no check numbers were skipped. Verify the retention of void checks.				X
4. Examine random claims from each month to determine that the appropriate officers signed them; the amount; date, payee ; bank reconciliation all agree				X
Claim #	Date	Amount	Claimant	Approved
9298	06/20/2019	\$23,796.20	Central MN Dust Control	X
9339	08/21/2019	\$300.00	Couri & Ruppe	X
9406	12/19/2019	\$2,850.00	Herdering Inc	X
9219	01/21/2019	\$78.69	Star Publication	X
9343	08/21/2019	\$2,660.00	Sunnybrook	X
5. Verify that paid invoices/bills comply with the minutes.				X
BANK RECONCILATION				
Cash Control Report reviewed Monthly				X
STATEMENT OF TOWNSHIP BOARD				
We, have examined the financial records of the Albany Township for the period of January 1, 2019 to December 31, 2019 and found them to be in good order. This examination was performed by the Township Board. Based upon our examination, we consider the financial statements for this period to be an accurate summary of transactions conducted during that period.				
Signed:			Date: February 10, 2020	
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ALBANY TOWNSHIP

Statement of Disbursements/Proposed Budget 2021

GENERAL	Pro-2019	Actual-2019	Pro-2020	Pro-2021
Salaries	\$20,000.00	\$23,852.51	\$20,500.00	\$23,500.00
PERA	\$3,000.00	\$2,453.25	\$3,000.00	\$2,500.00
IRS	\$3,250.00	\$2,874.06	\$3,600.00	\$3,000.00
MN Withholding	\$0.00	\$782.80		\$200.00
Training & Workshops	\$1,000.00	\$740.48	\$750.00	\$750.00
Mileage	\$1,000.00	\$843.41	\$1,000.00	\$1,000.00
Office Supplies/Postage	\$750.00	\$931.90	\$750.00	\$950.00
Legal Notices	\$1,000.00	\$1,356.09	\$1,000.00	\$1,200.00
Elections	\$3,000.00	\$2,152.89	\$6,000.00	\$3,000.00
Attorney Fees	\$750.00	\$900.00	\$750.00	\$750.00
Auditor Fees	\$5,000.00	\$5,050.00	\$5,000.00	\$5,100.00
Insurance	\$2,000.00	\$1,448.00	\$2,000.00	\$1,500.00
Association fees	\$1,100.00	\$1,105.62	\$1,100.00	\$1,200.00
County(Assessor/Auditor)	\$7,500.00	\$7,624.95	\$7,500.00	\$7,700.00
Phone/Copy Machine/Computer	\$500.00	\$426.87	\$500.00	\$500.00
Web Sight	\$450.00	\$300.00	\$450.00	\$450.00
Room Rental	\$700.00	\$700.00	\$700.00	\$700.00
Community Education	\$1,000.00		\$1,000.00	\$1,000.00
TOTAL	\$52,000.00	\$53,542.83	\$55,600.00	\$55,000.00
PLANNING AND ZONING				
Salaries	\$5,000.00	\$5,335.29	\$5,000.00	\$5,500.00
IRS	\$1,000.00	\$875.02	\$1,000.00	\$1,000.00
MN Withholding	\$0.00	\$1,381.14		\$200.00
Professional Services	\$500.00	\$0.00	\$500.00	\$250.00
TOTAL	\$6,500.00	\$7,591.45	\$6,500.00	\$6,950.00
TOTAL GENERAL	\$58,500.00	\$61,134.28	\$62,100.00	\$61,950.00
	LEVY +/-	-\$2,634.28		
ROAD & BRIDGE				
Gravel	\$54,000.00	\$52,961.81	\$54,000.00	\$55,000.00
Bituminous-New	\$20,000.00	\$75,000.00	\$25,000.00	\$25,000.00
Road Repairs	\$100,000.00	\$112,567.68	\$100,000.00	\$115,000.00
Dust Suppressant	\$35,000.00	\$25,874.20	\$35,000.00	\$35,000.00
Ice/Snow & Salt/Sand	\$17,500.00	\$52,635.00	\$20,000.00	\$25,000.00
Summer Grading	\$34,000.00	\$38,320.00	\$34,000.00	\$35,000.00
Contract Guarantee	\$2,800.00	\$2,800.00	\$2,800.00	\$2,800.00
Debri Pick up	\$500.00	\$110.00	\$500.00	\$250.00
Engineering Fees	\$2,000.00	\$1,395.00	\$2,000.00	\$2,000.00
Signs	\$4,000.00	\$16,652.48	\$9,000.00	\$12,000.00
Weed and Brush	\$10,000.00	\$6,783.33	\$6,000.00	\$8,000.00
Crack Sealing/Seal Coat	\$20,000.00	\$20,838.43	\$35,000.00	\$35,000.00
TOTAL	\$299,800.00	\$405,937.93	\$323,300.00	\$350,050.00
	LEVY +/-	-\$106,137.93		
FIRE				
Albany Fire Dept	\$50,000.00	\$39,574.00	\$52,500.00	\$50,000.00
Freeport Fire Dept	\$2,500.00	\$2,096.00	\$2,200.00	\$2,200.00
TOTAL	\$52,500.00	\$41,670.00	\$54,700.00	\$52,200.00
	LEVY +/-	\$0.00		
Total Disbursements	\$410,800.00	\$508,742.21	\$440,100.00	\$464,200.00
LEVY TOTAL/Balance		-\$97,942.21		

4.5% increase