

**TOWN OF WAKEFIELD
BOARD OF AUDIT REPORT
YEAR ENDING DECEMBER 31, 2018**

Township Supervisors verified clerk and treasurer books match.

Receipts \$1,351,353.79

Disbursements \$1,828,977.05

Township supervisors verify claims and receipts at every meeting, so only a sampling of those documents are checked at this time.

Check Number	Payee	Date	Allowed	Disallowed	Verified by
7914	Cyril Erkens	1/4/18	X		Cyril Erkens
8009	Marcus Blonigen	4/5/18	X		John Willenbring
8035	Adeline Turkowski	4/5/18	X		Cyril Erkens
8178	Cold Spring Farm Svc	8/2/18	X		John Willenbring
8199	Tri County Humane Soc	8/2/18	X		Cyril Erkens
8197	St. Cloud Times	8/2/18	X		John Willenbring
8155	St. Cloud Times	7/5/18	X		John Willenbring
8061	Granite Country Computer	5/3/18	X		Shawn Garding
8298	Astech (Void #8295)	10/4/18	X		John Willenbring

The Wakefield Township Board of Supervisors met on February 7, 2019 in their capacity as the annual Board of Audit as required by State law. All claims submitted to the town are brought before the board of supervisors at the board meeting at which the claim is submitted. A list of claims received since the last Board of Audit meeting is attached to this report, divided into two parts: (1) those claims authorized for payment, and (2) those claims that were denied payment. The supervisors divided up roles to ensure different people were involved with the different parts of this internal audit review. As a result of this audit, the following discrepancies were found:

An explanation of split payments was reviewed for check numbers 7914 and 8035. Check numbers 8009, 8178 and 8298 were reviewed and a request to re-categorize payments were made. Check numbers 8197 and 8155 were reviewed and accepted after the group investigated amounts carried forward and paid, ensuring that late fees were not incurred.

Signed and approved by the Wakefield Township Supervisors on March 7, 2019

/s/Shawn Garding

Shawn Garding, Township Supervisor – Chair

/s/Cyril Erkens

Cyril Erkens, Township Supervisor

/s/John Willenbring

John Willenbring, Township Supervisor