

**M403 ELM STREET
TOWN BOARD MEETING MINUTES
January 11, 2017 7:00 PM**

The meeting was called to order at 7:00 p.m. by Chairperson Carolyn Opitz. The Pledge of Allegiance was recited. **Roll Call:** Debbie Derfus, Dave Swenson, Carolyn Opitz, Gary Franz, Joe Burger – Present.

CLERK – APPROVAL OF CHECKS AND FINANCIAL REPORT

Approval of Checks: Checks for January Settlement and copier purchase were presented comprised of checks 14671 – 14677; total disbursements \$629,380.83. Debbie/Dave moved to approve checks 14671 – 14677 as presented.

Discussion: None Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All in favor. Motion carried.

Clerk presented financial reports dated November 30th and December 31, 2016 and explained the ending cash balance of November is different from the beginning cash balance of December due to an accounting error in the computer systems of the Clerk and Treasurer. The Clerk entered a bill payment/check in duplicate. The Treasurer entered duplication and reconciled the software which caused the check to remain as an outstanding balance. After investigation and finding the check was not paid twice, the beginning cash balance was adjusted to add the amount of the error back into the balance.

Beginning balance of \$291,377.88. Total receipts \$969,264.53. Total disbursements \$166,548.24. Ending balance all accounts \$1,094,094.17.

Debbie/Dave moved to approve the Clerk’s Financial Report as presented. Discussion: How to fix this type of error and avoid reoccurrence in the future? Working from the December report balance which is correct? Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All in favor. Motion carried.

TREASURER – FINANCIAL REPORT – December 31, 2016

CHECKING ACCOUNT BALANCE	\$	46,354.15			
LESS OUTSTANDING CHECKS	\$	(7,275.34)			
PLUS OUTSTANDING DEPOSITS	\$	-			
RECONCILED CHECKING ACCOUNT BALANCE	\$	39,078.81			
TAX SAVINGS ACCOUNT	\$	968,263.06			
PARK FUND SAVINGS ACCOUNT	\$	10,880.51			
VOLUNTEER FIREFIGHTERS FUND SAVINGS ACCOUNT	\$	27,821.45			
FIRE DEPT EQUIPMENT CD	\$	20,135.34			
PUBLIC WORKS REPLACEMENT APPARATUS CD	\$	27,915.00			
ENDING CASH BALANCE	\$	1,055,015.36			

Debbie/Gary moved to approved the Treasurer’s financial report as presented. Discussion: Does the beginning balance in the Treasurer report include the check discussed in the Clerk’s report? Balance designated to road maintenance. Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All in favor. Motion carried.

Upcoming meeting schedule: Caucus Jan 19th at 6:30pm; Plan Committee Meeting January 23rd; Public Hearing February 6th at 7pm.

Debbie moved to adjourn the meeting at 8:06 pm. Joe second. All in favor. Motion carried.

Respectfully submitted,
Patti Rahn