

WATERFORD TOWNSHIP



"where the path from the past and the future meets"

DATE: January 27, 2022
TO: Waterford Town Supervisors
FROM: Town Clerk Elizabeth Wheeler
Town Treasurer Steven Wheeler
RE: Fund 865– Audit Findings
Fund 261 – Audit Findings

Fund 865 & Fund 261

1. John Dudley Memorials - \$3170.89
2. Town Hall Party - \$2,500.00

Result of Audit

1. Donations coded to two different funds
 - a. Both donations – two different purposes (memorials & party)
2. Donations should be coded in one fund utilizing “project” numbers within the Fund.
3. Fund 865 is a fiduciary fund which does not allow for support of any town government operations.
4. Fund 261 is the correct fund for all donations as the fund is “restricted” for a particular purpose.

Corrective action recommended

1. Disburse funds in 865 (\$3170.89) to Fund 261
 - a. Code receipt into Fund 261 with account number & project number specific to memorial
2. Add a project code to party funds (\$2,500) in 261.
3. Close out fund 865.

Fund 261 Donations			
	As of Date	Detail	Balance
261 Fund Balance (Town Hall Party)	12/31/2021		\$ 2,500.00
Transfer Fund Balance from Fund 865 (Dudley Memorial) to Fund 261	12/31/2021		\$ 3,170.89
Recommended Fund Balance for 261 & Closed Fund 865			\$ 5,670.89

Coding of Donations

1. All donations are coded to Fund 261 utilizing a “project code” to identify the purpose of the donation.

Fund 865 Memorial Donations --> Fund 261 Donations

Date	Remitter	Description From CTAS Entries	Fund	Receipt #	Check #	Receipt \$	Check \$	Fund 100 General Fund	865 Donations	
5/23/2016	Steve Messner	Dudley Memorial	100-36230	12065		\$ 50.00				Do these make up some of the \$3350?
5/23/2016	Elizabeth Wheeler	Dudley Memorial	100-36230	12066		\$ 50.00				
5/23/2016	Struss	Dudley Memorial	100-36230	12067		\$ 25.00				
5/23/2016	Joe Harris	Dudley Memorial	100-36230	12068		\$ 25.00				
5/23/2016	Glen Holz	Dudley Memorial	100-36230	12069		\$ 20.00				
5/23/2016	Julie Johnson	Dudley Memorial	100-36230	12064		\$ 100.00				
5/23/2016	Cash	Dudley Memorial	100-36230	12070		\$ 30.00				
9/14/2016	Lee Volkert	Dudley donation	100-36230	12081		\$ 2,380.35				
9/21/2016	Dudley Family	memorials for John Dudley	100-36230	12098		\$ 500.00				
11/2/2016	MNSpect	Dudley Memorial	100-36230	12087		\$ 50.00				
3/9/2017	Various Donors	Transfer donations for John Dudley Memorial Garden to earmarked account	865-36230-400	12117		\$ 3,350.00			\$ 3,350.00	\$ 3,230.35
3/9/2017	Castle Rock Bank	transfer money into Dudley memorial subaccount	100-41001-720		tsfr		\$ 3,350.00	\$ (3,350.00)		
3/31/2017	Castle Rock Bank	Interest Earned	865-36210	12110		\$ 0.39			\$ 0.39	
4/10/2017	savings account	trsf from savings back to checking; to correct original trsf - See note below.	100-34901	12119		\$ 119.65		\$ 119.65		
4/10/2017	savings account	tsfr to checking; amts needed for tables, flag light from Dudley Memorial	100-34901	12120		\$ 154.63		\$ 154.63		
4/10/2017	checking account	trsf from svgs to checking, to cover check for memorial expenditures	865-49001-720		svgs trsf		\$ 154.63		\$ (154.63)	
4/10/2017	checking account	transfer from svgs to checking to correct original transfer - See note below.	865-49001-720		tsfr svgs		\$ 119.65		\$ (119.65)	
4/10/2017	Charlene Klemenhagen	Dudley Memorial Fund expenditures: Flag items \$39.16; 8' table \$64.24; 6' table \$41.23	865-41001-400		7372		\$ 154.63		\$ (154.63)	
11/13/2017	Dakota Electric	donation to the Dudley Memorial; Liz Messner donated her Township Leader award money	865-36230	12190		\$ 250.00			\$ 250.00	
3/27/2018	Anonymous	donation to Dudley Memorial Fund	865-36230	12217		\$ 100.00			\$ 100.00	
7/10/2017	Charlene Klemenhagen	Dudley Memorial expenditures: 4 office chairs	865-41001-400		7403		\$ 214.21		\$ (214.21)	
8/14/2017	Charlene Klemenhagen	Dudley Memorial expenditure - chairs	865-41001-400		7429		\$ 160.66		\$ (160.66)	
9/11/2018	Waterford Township	transfer into savings of memorial received for John Dudley	865-39203	12249		\$ 100.00			\$ 100.00	
9/10/2018	Waterford Township	transfer from checking into savings of Dudley memorial contribution from 03/27/18	100-49360-720		7681		\$ 100.00	\$ (100.00)		
Note: there is no detail to explain the \$119.25 amount and transactions. The transactions are transfers that don't reference an original receipt or disbursement.										
Change in Fund Balances After Original Entries								\$ (3,175.72)	\$ 2,996.61	
		Disburse \$ from Fund 100 to correct receipt 12120 (\$ were already disbursed from Fund 865)	100-49102-		JEDMMDDYY-01		\$ 154.63	\$ (154.63)		
		Receive \$ into Fund 865 to correct the disbursement in svgs trsf - \$ were disbursed by chk # 7372	865-39401	JERMMDDYY-01		\$ 154.63			\$ 154.63	
		Receive \$ into Fund 865 to correct the disbursement in tsfr svgs - \$ were disbursed by chk # 7372	865-39401	JERMMDDYY-02		\$ 119.65			\$ 119.65	
		Disburse \$ from Fund 100 to correct receipt 12119	865-49102-		JEDMMDDYY-02		\$ 119.65	\$ (119.65)		
		Disburse \$ from Fund 865 to undo Receipt 12249 (already in per receipt 12217)	865-49102-		JEDMMDDYY-03		\$ 100.00		\$ (100.00)	
		Receive \$ into Fund 100 to correct the disbursement in 7681 - \$ were never there	100-39401	JERMMDDYY-03		\$ 100.00		\$ 100.00		
Change in Fund Balances After Proposed Correcting Entries								\$ (3,350.00)	\$ 3,170.89	

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Fund Name: 865 - 865 Memorial Donations -> 261

Date Range: 01/01/2010 To 12/31/2021

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>		<u>Total</u>
03/09/2017	Various Donors	12117	Transfer donations for John Dudley Memorial Garden to earmarked account	(03/09/2017) -	N	Contributions and Donations from Private Sources	865-36230-400	\$	3,350.00
								\$	3,350.00
03/31/2017	Castle Rock Bank	12110	Interest Earned	(03/31/2017) -	N	Interest Earning	865-36210-	\$	0.39
								\$	0.39
11/13/2017	Dakota Electric	12190	donation to the Dudley Memorial; Liz Messner donated her Township Leader award money	(11/13/2017) -	N	Contributions and Donations from Private Sources	865-36230-	\$	250.00
								\$	250.00
03/27/2018	anonymous	12217	donation to Dudley Memorial Fund	(03/27/2018) -	N	Contributions and Donations from Private Sources	865-36230-	\$	100.00
								\$	100.00
09/11/2018	Waterford Township	12249	transfer into savings of memorial received for John Dudley	(09/11/2018) -	N	Transfer From Governmental Fund	865-39203-	\$	100.00
								\$	100.00
Total for Selected Receipts								\$	3,800.39

100-36230 12081 2380.35
100-36230 12098 \$500
12065 Messner \$50
12067 Strauss \$25
12068 Harris 25
12066 Wheller \$50

Fund Name: 865 - 865 Memorial Donations -> 261

Date Range: 01/01/2010 To 12/31/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
04/10/2017	Charlene Klemenhagen	7372	Dudley Memorial Fund expenditures: Flag items \$39.16; 8' table \$64.24; 6' table \$41.23	N	GENERAL GOVERNMENT <i>64.24 39.16 41.23 144.63</i>	865-41001-400-	\$ 154.63
		Total For Check	7372				\$ 154.63
04/10/2017	checking account	svgs trsf	trsf from svgs to checking, to cover check for memorial expenditures	N	MISCELLANEOUS	865-49001-720-	\$ 154.63
		Total For Check	svgs trsf				\$ 154.63
04/10/2017	checking account	tsfr svgs	transfer from svgs to checking to correct original transfer	N	MISCELLANEOUS	865-49001-720-	\$ 119.65
		Total For Check	tsfr svgs				\$ 119.65
07/10/2017	Charlene Klemenhagen	7403	Dudley Memorial expenditures: 4 office chairs	N	GENERAL GOVERNMENT	865-41001-400-	\$ 214.21
		Total For Check	7403				\$ 214.21
08/14/2017	Charlene Klemenhagen	7429	Dudley Memorial expenditure - chairs	N	GENERAL GOVERNMENT	865-41001-400-	\$ 160.66
		Total For Check	7429				\$ 160.66
Total For Selected Checks							\$ 803.78

01/01/2016 12/31/2016

Fund Name: General Fund Budget: \$0.00
 Account Number: 100-36230
 Account Name: Contributions and Donations from Private Sources

<u>Date</u>	<u>Remitter</u>	<u>Receipt Number</u>	<u>Amount Received</u>	<u>Year To Date Received</u>	<u>Budget Balance</u>
05/23/2016	Julie Johnson	12064	\$100.00	\$100.00	\$100.00
05/23/2016	Steve Messner	12065	\$50.00	\$150.00	\$150.00
05/23/2016	Elizabeth Wheeler	12066	\$50.00	\$200.00	\$200.00
05/23/2016	Struss	12067	\$25.00	\$225.00	\$225.00
05/23/2016	Cash	12070	\$30.00	\$255.00	\$255.00
05/23/2016	Joe Harris	12068	\$25.00	\$280.00	\$280.00
05/23/2016	Glen Holz	12069	\$20.00	\$300.00	\$300.00
09/14/2016	Lee Volkert	12081	\$2,380.35	\$2,680.35	\$2,680.35
09/21/2016	Dudley Family	12098	\$500.00	\$3,180.35	\$3,180.35
11/02/2016	MN Spect	12087	\$50.00	\$3,230.35	\$3,230.35

General Fund Totals

Total Received for the year

\$3,230.35

Total Budget

Over / (-) Under Budget

01/01/2017 12/31/2017

Fund Name: 865 Memorial Donations -> 261
Account Number: 865-36230
Account Name: Contributions and Donations from Private Sources

Budget: \$0.00

<u>Date</u>	<u>Remitter</u>	<u>Receipt Number</u>	<u>Amount Received</u>	<u>Year To Date Received</u>	<u>Budget Balance</u>
03/09/2017	Various Donors	12117 ✓	\$3,350.00	\$3,350.00	\$3,350.00
11/13/2017	Dakota Electric	12190 ✓	\$250.00	\$3,600.00	\$3,600.00

865 Memorial Donations -> 261 Totals

Total Received for the year \$3,600.00

Total Budget

Over / (-) Under Budget

01/01/2018 12/31/2018

Fund Name: 865 Memorial Donations -> 261

Budget: \$0.00

Account Number: 865-36230

Account Name: Contributions and Donations from Private Sources

<u>Date</u>	<u>Remitter</u>	<u>Receipt Number</u>	<u>Amount Received</u>	<u>Year To Date Received</u>	<u>Budget Balance</u>
03/27/2018	anonymous	12217	\$100.00	\$100.00	\$100.00

865 Memorial Donations -> 261 Totals

Total Received for the year \$100.00

Total Budget

Over / (-) Under Budget

01/01/2019 12/31/2019

Fund Name:

261 Donations

Budget:

\$0.00

Account Number:

261-36230

Account Name:

Contributions and Donations from Private Sources

<u>Date</u>	<u>Remitter</u>	<u>Receipt Number</u>	<u>Amount Received</u>	<u>Year To Date Received</u>	<u>Budget Balance</u>
11/13/2019	Marie Struss	12323	\$2,500.00	\$2,500.00	\$2,500.00

261 Donations Totals

Total Received for the year

\$2,500.00

Total Budget

Over / (-) Under Budget